

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing, Environmental and Economic Development

Tendering Committee: 8 April 2009

**Subject: West Dunbartonshire Employability Programme - Make it Work:
Provision of Neighbourhood Outreach Service**

1. Purpose

- 1.1** To advise the Committee of tenders received for the delivery of the Neighbourhood Outreach Service which forms part of the European Funded, West Dunbartonshire Employability Programme (WDEP), and to seek approval to accept the most advantageous tender.

2. Background

- 2.1** The tendering committee held on 18 June 2008 gave approval to initiate a tender for the supply and delivery of the WDEP - Neighbourhood Outreach Service.
- 2.2** A Tender for the project was therefore advertised with an approximate value of £910,000 for the period 1 November 2008 - 31 March 2010 (with possible extension period to 31 July 2010). Tender bids were received on 25 August 2008 from three companies.

3. Main Issues

- 3.1** The contract requires that the successful organisation will provide an intensive neighbourhood outreach service in the most deprived areas of West Dunbartonshire in order to engage with workless residents to move participants closer to or into the labour market and away from economic inactivity.
- 3.2** This contract follows on from neighbourhood outreach activity established in Whitecrook and Drumry in Clydebank from July 2006 followed by the addition of Bellsmyre in April 2007. The contract will continue to deliver outreach activity in these areas with the addition of Haldane, Brucehill, Castlehill and Dumbarton.
- 3.3** The tender winning supplier will ensure that linkage is developed and sustained with WDEP funded projects as well as with external providers, to ensure that clients are informed and supported to access the full range of services available to them and to facilitate cross referrals.

- 3.4** The tender value exceeds the European threshold and therefore required to be tendered through the Official Journal of the European Union (OJEU). The tender process has been overseen by both Corporate Procurement and Legal, Administrative and Regulatory services.
- 3.5** The start date for the contract has changed from 1 November 2008 to 1 May 2009 due to the length of time taken to go through the OJEU process. The current temporary arrangements had to be extended for a period of six months resulting in a total expenditure of £170,000 which will require to be deducted from the original contract value. The total contract value to be awarded will therefore be a maximum of £740,000.
- 3.6** The scoring matrix used to evaluate the bids has been checked and verified by Legal, Administrative and Regulatory services to ensure transparency and accuracy.
- 3.7** Through the OJEU process three tender bids were received. These bids were scored using the agreed scoring matrix. The evaluation process resulted in Community Renewal achieving the highest score of 89.48%. The other suppliers scored totals of 84.02% and 84.97%.
- 3.8** The successful supplier has indicated that they will assign the implementation of the contract to another organisation. This organisation has therefore been evaluated using the same formal scoring process and scored 92.07%, which is above the other suppliers who submitted tenders.
- 3.9** ESEP Ltd and the Council's Legal, Administrative and Regulatory services have both confirmed that it is acceptable for the winning supplier to assign the contract to another organisation as long as they meet the requirements of the tender.

4. Personnel Issues

- 4.1** The contract is part of a wider Community Planning Partnership bid for European Funding and will be monitored by the Economic Development Officer - WDEP, with support from the Bid Coordinator - WDEP within the Economic Development Section. Financial monitoring and support will be provided by the Finance Department from a dedicated Finance Officer.
- 4.2** Day to Day activity will link with the WDEP Key Workers and Economic Development Officer - Employability within the Economic Development Section.

5. Financial Implications

- 5.1** The tenders have been checked arithmetically and fall within the expected budget as set out in the WDEP and in the tender specification.
- 5.2** The cost of the contract will be met through the Fairer Scotland Fund matched with European Structural Funds.

6. Risk Analysis

- 6.1** All risks have been fully considered in the contract documentation including financial risk, health and safety and public liability. The Finance Section has advised that all companies appear to be of a low level of risk and are in a good position to meet future debts.

7. Conclusions

- 7.1** The OJEU process has been followed as per European Regulations and has been overseen by Legal, Administrative and Regulatory services.
- 7.2** The scoring matrix used to evaluate the tender bids was approved by both Corporate Procurement and Legal, Administrative and Regulatory services.
- 7.3** The results of the evaluation process recorded within the scoring matrix confirm that Community Renewal achieved the highest score of 89.48%.

8. Recommendation

- 8.1** **The Committee is invited to approve the awarding of the contract to Community Renewal in the amount of £740,000 as the most advantageous tender.**

Elaine Melrose

Executive Director of Housing, Environmental and Economic Development

Date: 3 March 09

Person to Contact: Kevin Neeson - Manager of Development Services,
Garshake Road, Dumbarton, Telephone: 01389 737415, e-mail: kevin.neeson@west-dunbarton.gov.uk

Appendices: None

Background Papers: Report to Tendering Committee 18 June 2008

Wards affected: Lomond (1), Leven (2), Dumbarton (3), Clydebank Central (5), Clydebank Waterfront (6).