

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Housing, Environmental and Economic Development**

**Tendering Committee: 10 December 2008**

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**Subject: West Dunbartonshire Employability Programme – Make it Work: Provision of Key Worker Services**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the delivery of the Key Worker 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 – Key Worker Service.
- 2.2** A Tender for the project was therefore advertised with an approximate value of £310,000 for the period 10 November 2008 – 31 March 2010 (with possible extension period to 31 July 2010). Tender bids were received on 5 September 2008 from two companies.

#### **3. Main Issues**

- 3.1** The contract requires that the successful organisation will provide key worker services across 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** The key worker service will provide an overarching employability advice and support service to clients of WDEP in co-ordination with the Council's own key workers.
- 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 10 November 2008 to 1 December 2008 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 two months resulting in a total expenditure of £17,000 which will require to be deducted from the original contract value. The total contract value to be awarded will therefore be a maximum of £293,000.
- 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 two tender bids were received both of these bids were scored using the agreed scoring matrix. The evaluation process resulted in The Lennox Partnership achieving the highest score of 90.58%. The other supplier scored a total of 85.89%.

#### **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. Support will also 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 two 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 the 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 both 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 The Lennox Partnership achieved the highest score of 90.58%.

## **8. Recommendation**

**8.1 The Committee is invited to approve the awarding of the contract to The Lennox Partnership in the amount of £308,961 as the most advantageous tender.**

**Elaine Melrose**

**Executive Director of Housing, Environmental and Economic Development**

**Date: 21 November 08**

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**Appendice:** None

**Background Papers:** Report to Tendering Committee 18 June 2008

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