

## WEST DUNBARTONSHIRE COUNCIL

### Report by Interim - Executive Director of Corporate Services

Tendering Committee: 26<sup>th</sup> January 2012

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**Subject: Job Brokerage Service**

#### **1. Purpose**

- 1.1** The purpose of this report is to advise members, on behalf of the Community Planning Partnership (CPP), of tenders received for the delivery of the Job Brokerage Service as part of the CPP Employability Programme, and to seek approval to accept the most advantageous offer.

#### **2. Background**

- 2.1** Committee approval for the Council to initiate a tender on behalf of the Community Planning Partnership for the supply and delivery of the Job Brokerage Service had previously been sought on 7 June 2011.

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

- 3.1** The initial period of the contract will be 2 months from February 2012 to March 2012.
- 3.2** The tender contains the option to extend the award of contract for two further periods culminating in the end of the European Regional Development Funding in June 2014. This will be subject to conditions including satisfactory performance and availability of European and other funds.
- 3.3** Three companies tendered for this service, Employment Enterprise Consultancy Ltd, The Lennox Partnership and HSC Futures Ltd. According to the evaluation criteria, Employment Enterprise Consultancy Ltd is the most advantageous.

<b>Company Name</b>	<b>Evaluation Score</b>	<b>Order of Tenders (Ranking)</b>
Employment Enterprise Consultancy Ltd	97.3	1
The Lennox Partnership	87.7	2
HSC Futures Ltd	52.3	3

- 3.4 The CPP Employability Programme is made up of a range of services to help move people into employment. The successful organisation will provide Job Brokerage Services across West Dunbartonshire engaging with workless residents and supporting them to move closer to or into the labour market and away from economic inactivity.
- 3.5 The tender winning supplier will ensure that linkage is developed and sustained with the Local Employment Team and the other CPP Employability Programme projects as well as with external providers to ensure that clients are informed and supported across the full range of services available.

#### **4. People Implications**

- 4.1 As this is a new service there are no existing employees to be considered.

#### **5. Financial Implications**

- 5.1 The value of the initial contract period will be in the region of £31,729. The total value, including the two optional extensions, is anticipated to be in the region of £244,493.
- 5.2 Costs will be met from Community Planning Partnership investment and European Regional Development funds.

#### **6. Risk Analysis**

- 6.1 There is a risk that failing to award the Job Brokerage Service will result in the CPP Employability Programme not having the necessary range of skills, expertise and experience to meet the complex needs of those workless residents of West Dunbartonshire who require this type of support.
- 6.2 Risk of poor performance in the delivery of the tendered services will be mitigated by the terms and conditions of the contract which will include provision for regular and frequent monitoring of activity, linked to financial controls developed through the CPP. Where these processes identify that outcomes are not being delivered the work will be stopped or altered.

#### **7. Equalities Impact Assessment**

- 7.1 The tender winning organisation has an Equal Opportunities policy in place. Monitoring and reporting will be carried out on an ongoing basis with regards to gender, age, ethnicity, disability, and health difficulties. This will also ascertain whether there is a need for pro active targeting of equalities groups in order to ensure equality of opportunity within the services offered by the project.

#### **8. Strategic Assessment**

- 8.1** The Job Brokerage Service contributes to economic and social regeneration as it supports workless residents of West Dunbartonshire to gain and sustain employment.

The skills, expertise and experience of the tender winning organisation will complement and enhance the current CPP Employability Programme service provision.

## **9. Conclusions and Recommendations**

- 9.1** The Job Brokerage Service will enhance and strengthen the range of employability services provided by the CPP Employability Programme.
- 9.2** The Committee is invited to approve the awarding of the contract to Employment Enterprise Consultancy Ltd as the most advantageous offer.

**David Amos**  
**Interim Executive Director of Corporate Services**  
**Date: 4 Jan 2012**

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**Appendices:** None

**Background Papers:** None

**Wards affected:** All