

Tendering Committee: 27th February 2019

Subject: Contract Authorisation Report – Direct Award for Residential Housing Support Services

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Residential Housing Support Services.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the Direct Award of the contract for Residential Housing Support Services to Action for Children Services Ltd;
 - b) Note that the contract shall be for a period of 7 months, starting on 1st April 2019 and at a value of £91,350 ex VAT; and
 - c) Note the process in place to determine the procurement route to market.

3. Background

- 3.1** The requirement is for the provision of quality Residential Housing Support Services (RHSS) for vulnerable single homeless people within the West Dunbartonshire area to assist them to move onto independent living. The provision of RHSS is in accordance with the Councils objectives for Homelessness Prevention and Temporary Accommodation Strategy (2017-2020).
- 3.2** The budget for Residential Housing Support Services was approved at the Housing and Communities Committee on 7th February 2018. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Care and Support Services, following the 'Light Touch Regime' (LTR) for Care and Support requirements within EU procurement rules. These regulations permit a Direct Award by negotiation including a staged approach where the approach is laid down in the relevant procurement documents and set out how it intends to move towards competition in the future. The Contract Strategy was approved by the Business Partner – Strategic Procurement (People) on 28th November 2018.

4. Main Issues

- 4.1** The Direct Award documentation was published on the Public Contracts Scotland advertising portal on 7th December 2018. The invited provider submitted a response by the deadline of 12 noon on 7th January 2019.
- 4.2** Care and support services can have a significant impact on the quality of life and health of people who use the services as well as their carers. Consequently, services are becoming increasingly personalised to better meet people's needs which, in turn, has implications for how support is planned and purchased. This Direct Award will enable a contract review and specification review exercise to be conducted including; potential competitive market opportunities for future service delivery and to determine the preferred procurement option.
- 4.3** The invited Direct Award provider submission was evaluated by representatives from Housing and Employability, Corporate Procurement Unit (CPU) and Finance against pre-determined selection criteria forming part of the published Direct Award documents which assessed competence, experience and capacity. The invited Direct Award provider submission passed the selection criteria.
- 4.4** The invited Direct Award provider submission was measured against a Quality ratio criteria of 100%:

	Weighting	Action for Children Services Ltd
Quality (100%)		
Service Delivery	55%	41.3%
Staff	20%	16.3%
Sustainability	10%	7.5%
Business Continuity	15%	11.3%
Social Benefits	-	-
Fair Work Practices	-	-
Additional Info	-	-
Total Score %:	100%	76.3%

- 4.5** The Care Inspectorate Grades for the performance of Action for Children Services Ltd are very good. Conversely, the score suggests that the Action for Children Services requires guidance and support to answer questions succinctly and this will be fed-back to the provider at the mobilisation meeting.
- 4.6** It is recommended that the contract is awarded to Action for Children Services Ltd, The Boulevard, Ascot Road, Watford, Hertfordshire. The contract shall be for a period of 7 months at a value of £91,350 ex VAT.
- 4.7** Action for Children Services Ltd has committed to follow Fair Working Practices as below:
- Action for Children aims to pay all staff on the contract the Scottish Living Wage. All staff are currently paid above the UK Living Wage.

4.8 Action for Children Services Ltd have committed to delivery of the following social benefits as a result of delivery of this contract:

- Work experience placements and opportunities for local schools;
- Support to local schools in delivering community homelessness awareness; and
- 1 placement for college student.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this Residential Housing Support Service will be met from the approved Revenue budgets of Housing and Communities.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Housing and Employability officers and the provisions of Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening identified that existing provision of residential housing support is largely housed in properties which are not accessible, provision is limited to single service users and some provision available only to those aged up to 21 years. Other provision is available to those over 21 years which offers similar support services. The Council also has a large pool of temporary accommodation which other homeless applicants have access to. Finally, the project does not provide accommodation for couples, however couples can be accommodated within the Council's dispersed temporary accommodation.

9. Consultation

9.1 Finance, Legal and Housing and Employability colleagues have been consulted during every stage of this process.

10. Strategic Assessment

10.1 This Direct Award to safeguard existing provision and commitment to move to a full tender process contributes to the following strategic priorities:

- A Strong local economy and improved employment opportunities; and
- Supported individuals, families and carers living independently and with dignity.

Name: Stephen West

Designation: Strategic Lead - Resources

Date:

Person to Contact:

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Appendices:

No additional appendices.

Background Papers:

The Contract Strategy
EIA Screening

Wards Affected:

All.