

Kim Curry, Executive Director Children, Adults, Families, Health and Education	Ref No. OKD20 (18/19)
January 2019	Key Decision: Yes
Recommissioning of Carers' Short Break Services	Part I with appendices as Part II
Report by Mark Greening, Carers Joint Commissioning Manager	Electoral Divisions: All
<p>Summary</p> <p>The County Council is committed to providing at home planned respite services for carers across the County and a range of away from home respite services delivered within the District and Borough boundaries.</p> <p>Key Decision AH03(18/19) approved the procurement of the recommissioning of the Carers Short Break Services. Accordingly experienced providers have been procured through a compliant, open and competitive procurement.</p> <p>The Executive Director, Children's, Adults', Families, Health and Education has delegated powers to award the Contract to the bidders that provides the most advantageous tender. This report seeks the approval of the Executive Director, Children's, Adults', Families, Health and Education to make the contract award.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>This initiative supports the Council that Works for the Community priority under the West Sussex Plan.</p>	
<p>Financial Impact</p> <p>Following robust evaluation of all eligible bids, the tenders submitted have an annual cost of £0.999m. Allowing for an annual inflationary uplift, this means a maximum total value over the life of the contracts awarded of (5 years) £5.203m.</p>	

Recommendations

- 1) The Executive Director, Children, Adults, Families, Health and Education is asked to award the following contracts for a period of 3 years with the option to extend for a period, or periods, of up to 2 years, a maximum duration of 5 years, to commence on the 1 April 2019:
 - **Lot 1** – Countywide Carer at Home Respite Services is awarded to Carers Trust East Midlands
 - **Lot 2** – Carer Away from Home Respite Service to be award to the following providers: Adur – Independent Lives, Arun – Age UK West Sussex, Crawley – Age UK West Sussex, Horsham – Age UK Horsham, Mid Sussex – Age UK West Sussex, Worthing – Guild Care.

- 2) It has not be possible to award a contract for the Chichester area as a result of only one unsuitable tender being received. The Executive Director, Children, Adults, Families, Health and Education is asked, under Section 12 of Standing Orders, to approve entering into negotiations with a single provider.

1. Background and Context

- 1.1 The current contracts that are in place for these services conclude on the 31 March 2019.
- 1.2 The Cabinet Member approved the commencement of a procurement process, detailed within the report AH03 (18/19), to recommission these services to become effective from the 1 April 2019.

Procurement Process

- 1.3 A Contract Notice was issued in the Official Journal of the European Union (OJEU) on 8 November 2018 Ref No. 2018/S 215-492275. Further promotion of the requirement was made through the West Sussex e-Sourcing Portal and Contracts Finder.
- 1.4 30 organisations expressed interest in the opportunity on the e-Sourcing Portal. Lot 1 received 2 tender submissions and Lot 2 received 5 tender submissions by the due date of 18 December 2018 in accordance with the tender documents made available on the e-Sourcing portal.
- 1.5 Capita Procurement Services undertook compliance checks of the tender submissions on the 19 December 2018 to ensure all schedules that were required were duly submitted and that the tender was correct.

Prior to commencement of any evaluation, it was agreed that the service provider submitting the most economically advantageous tender (MEAT) would be recommended for award of the contract.

The tender evaluation criteria and assessment model as detailed below, was agreed by officers, and was included in the tender documentation:

Criteria	Weighting (100%)
Technical (60%)	
Method Statement Questions	60%
Commercial (40%)	
Number of Service Hours	20%
Annual Service Cost	20%

2. Proposal Details

- 2.1 It is proposed that the following contracts be awarded as a result of the procurement process:

Lot 1	Countywide Carer At Home Respite Services	Carers Trust East Midlands
Lot 2	Away from Home Carer Service Adur	Independent Lives
	Away from Home Carer Service Arun	Age UK West Sussex
	Away from Home Carer Service Crawley	Age UK West Sussex
	Away from Home Carer Service Horsham	Age UK Horsham
	Away from Home Carer Service Mid-Sussex	Age UK West Sussex
	Away from Home Carer Service Worthing	Guild Care

- 2.2 This award is subject to a standstill period of ten days to reflect the transparency principles contained within Regulation 87 of the Public Contract Regulations 2015.
- 2.3 Once the standstill period has been completed and if there is no successful challenge to the contract award process, a formal award letter together with the Contract in duplicate will be sent to the successful providers for execution. The County Council will complete the contract execution process.
- 2.4 The services will start 1 April 2019 for a period of three years with the possibility of a period of up to a two year extension (3 & 2 years).
- 2.5 A single tender approach is being sought to award a contract for the Chichester area as it has not been possible to award a contract within this procurement process. This approach will therefore help ensure a seamless service to carers, and their 'cared for', in Chichester and mitigate any reputational risk to The Council arising from any break in provision.
- 2.6 The contract value is £66,000 per annum, and the initial conditions of the contract will not be altered.
- 2.7 Regulation 32(1)(c) of the Public Contract Regulations 2015, stipulates that in particular circumstances and only where it is "strictly necessary" to do so, for instance, where "the time limits for the open or restricted procedures or competitive procedures with negotiation cannot be complied with" the Council can pursue one single provider.
- 2.8 Current arrangements end on 31st March 2019.

3. Consultation

- 3.1 The Carers Strategic Partnership Group, a large multi-agency partnership group, leading on the Joint Commitment to Carers 2015-2020, has been updated and consulted on the proposal. So too has the carer lead within the

Clinical Commissioning Groups.

- 3.2 In June 2018 a Carer Respite Short Questionnaire went out to 1,500 registered carers on the Carers Support West Sussex database. There was a paper version, and an online survey. The survey was also publicised, by CSWS, through the media. Early 'messages' have been gleaned from this. Full analysis of the survey took place in August.
- 3.3 A number of voluntary organisations, providing short breaks for carers, have been consulted via the Short Breaks Provider Forum.
- 3.4 Stakeholder feedback on current provision had been received from operational staff in Adult Services and the NHS, via the carer commissioning team writing to relevant teams throughout April and May requesting feedback.
- 3.5 The Joint Commissioning Strategy Group was advised of the proposed tender in July.

4. Financial (revenue and capital) and Resource Implications

- 4.1 Carers' short-breaks are a central part of the County Council's expenditure on preventative activities. The value for money that they deliver is significant; for the approximate 600 carers who are supported by the services, the average weekly cost is little more than £30 per person per week. The benefit is that carers are able to undertake caring responsibilities for longer. This delays the point at which 'the cared for' will require formal social care, for which the cost of a typical non-residential package is around £200 per week.

	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22
Contract Value	999,800	1,019,796	1,040,192

- 4.2 The bids received have met the budget figure set within the tender documentation. Whilst there has been no saving made as a result of the procurement, the service will see an increase in the number of hours provided creating additional value. These figures exclude the Chichester area.

5. Legal Implications

- 5.1 The provision of short break respite is a key aspect of our mandated duty (Care Act 2014) to support carer wellbeing.
- 5.2 The procurement was undertaken in accordance with Chapter 3, Section 7 of the Public Contract Regulations 2015 for awarding contracts for social and other specific services – complying by virtue of ensuring the principles of transparency and equal treatment.

6. Risk Management Implications and Mitigations

- 6.1 The contracts have the appropriate flexibility built into them to enable any adjustments needing to be made as a result of a reduction in funding to enable the service to reflect any new arrangements.
- 6.2 There is a risk of service provision in the Chichester area due to a contract not awarded as a result of this procurement. The commissioning team, legal services and procurement and contract management services will be assessing options and undertaking further work to ensure that a service will continue as an additional workstream.

7. Other Options considered (and reasons for not proposing)

- 7.1 Alternative procurement options were considered as part of the Key Decision Report (Ref: AH03 18/19).
- 7.2 With regard to Chichester District another open tender procedure has been considered but is not the preferred option due to;
 - time considerations in ensuring continuous services
 - and the very low likelihood of multiple bids being received.

8. Equality Duty and Human Rights Assessment

- 8.1 There are no foreseeable equality and Human Rights Act implications associated with this proposal.

9. Social Value and Sustainability Assessment

- 9.1 The continued service provision will bolster the voluntary sector and help to ensure that the market in West Sussex remains buoyant and stable. Local communities will benefit from services that have added social value.
- 9.2 Providers have demonstrated they have:
 - local knowledge and experience of community engagement,
 - service user and/or carer-accountable structures (e.g. user-led organisations),
 - active network participation,
 - use of volunteers, and
 - acceptable access points and transport solutions
- 9.3 There will see an increase in service provision within the away from home respite provision of 17,643 hours per annum.

10. Crime and Disorder Reduction Assessment

- 10.1 None.

Signatories

Kim Curry
Executive Director, Children, Adults, Families, Health and Education

Contact Officer: Mark Greening, Carers Joint Commissioning Manager, Tel.
07834678893

Appendices and Background Papers

Part II Appendix 1 – Evaluation Model
Part II Appendix 2 – Evaluation Summary

Background papers - None