

PROCUREMENT STAGE 1 – APPROVAL TO PROCEED TO TENDER

This form must be completed for all procurements above the tender threshold (£75,000 - Services and Supplies and £500,000 – Works)

If contract value is over Cabinet approval threshold (£750,000) this form shall be attached with the request to tender report to Cabinet. This form will be “Open” for Publication.

| Section A: ABOUT THIS PROCUREMENT | |
|--------------------------------------|---|
| Title | Early Offer of Help (EOH) Services |
| Directorate | Children's Services |
| Procurement Reference Number | PS/2016/312 |
| Contract Cost (Maximum Spend) | £2,000,000 (see 'Other Financial Implications' section below) |
| Budget code(s) | CA034 |
| Introduction and Background | Children's Services strategy of early help (EOH) has been a focus since its inception in 2013. The service is seeking to continue and develop its responses for families in part by the re-commissioning of services to address identified needs within the borough, and by much closer integration with Children's Centres and Public Health services, through the 0-19 wellbeing model for children and young people. |
| Proposed Contract Term | 3 years plus option to extend 2 further years (1 + 1 year) – total maximum 5 years |
| Political Sensitivity | N/A |

Section B: COMMISSIONING REPORT

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| Business Case | <p>The Early Offer of Help (EOH) model has been in place since 2013. It has evidenced successful interventions in the overwhelming majority of cases that it has worked with. Progress of cases has been tracked following completion of the commissioned service element of the Early Offer of Help response and has recorded approximately 90% of cases referred demonstrating a successful case closure and not being subsequently re-referred back into EOH or statutory services after one year following case closure. EOH provision aims to reduce high cost interventions at child in need, child protection and looked after children stages, improving outcomes for families earlier and reducing costs within Children's Social Care. We are seeking to re-commission EOH services in line with a refreshed needs analysis that took place in April 2016. This identified key need areas: parenting support, domestic abuse & violence and sexual abuse & violence. Through the development of the 0-19 wellbeing model (twenty-first century wellbeing services for children and young people) that supports this procurement form, we have identified the need to ensure much closer integration of the Early Offer of Help with Children's Centres and Public Health provision (0-5 and 5-19 Healthy Child Programme). The aim of the overarching model is to deliver a 'one-stop shop' approach where parents register once to access all services, and can be provided with support from a number of shared, integrated buildings rather than having to contact each service individually. Partner integration is a key component to successfully reaching families and improving outcomes. Children's Services are currently also working with an external organisation, Impower, to identify the points at which intervention takes place with families and the types of intervention and their level that are put in place. This work is still developing and by December 2016 we will have a clear view of whether this will change the current approach to delivering early intervention services and if an additional budget will be available to strengthen our strategy. This work will be built into the final service design prior to procurement. Should additional budget be made available this will be reported back via the Director for Children's Services to the Portfolio holder.</p> |
| Key Deliverables (Draft Specification) | <p>Providers will be monitored against a number of measures and performance indicators. Key outcomes will be to improve parenting capacity and keep children and young people safe in the family home with parents who are able to parent effectively. Targets will be in place to monitor service users who avoid having children escalated through to child in need, child protection and looked after children. Where children are referred who are already at child in need /child protection level providers will be measured against their success in contributing to de-escalation of cases.</p> |
| Quality v Price evaluation | <p>70% Quality / 30% price</p> |
| Social Value | <p>All providers will be expected to engage volunteers in addition to their fixed workforce. Providers will work with local volunteering agencies to engage residents who are seeking a route back into employment/training and will provide opportunities to this effect</p> |

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| Current / Previous Contract details | Previous Early Offer of Help Services were in operation from May 2013 and currently expire in March 2017, with the option to extend to March 2018. PS Ref – PS/2012/315 |
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| FINANCIAL IMPLICATIONS | | | | | | |
|---|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Current / Previous Contract Cost | EOH contracts total value: 2013/14- £951,000 / 2014/15 - £983,000 / 2015/16 - £983,000 / 2016/17 - £438,000 / 2017/18 (planned) - £228,666 (7 months within existing contract prior to new contracts being delivered from November 2017 as per table below) | | | | | |
| Cost Breakdown | Breakdown of Estimated Cost | 16/17 £000's | 17/18 £000's | 18/19 £000's | Later £000's | Total £000's |
| | Total Spend | £ | £ | £ | £ | £ |
| Confirm Funding Breakdown Identified | Revenue Budget | £ | £166,666 | £400,000 | £1,433,334 | £2,000,000 |
| | Capital Budget | £ | £ | £ | £ | £ |
| | Other (Please State) | £ | £ | £ | £ | £ |
| | Other (Please State) | £ | £ | £ | £ | £ |
| | Total Funding | £ | £166,666 | £400,000 | £1,433,334 | £2,000,000 |
| Budget Code(s) | CA034 | | | | | |
| Unsupported borrowing? | N/A | | | | | |
| Other Financial Implications | Early Offer of Help services are designed to intervene earlier with families, reducing the need for children becoming subject to child in need and child protection plans or becoming looked after and thus reducing high cost interventions and improving parenting practice before issues escalate. The figures stated above are based on the existing budget; work is currently being undertaken between Children's Services and 'impower' to review the point at which EOH services intervene. This may result in an increased budget being available for these services. Whilst work on this project is still being undertaken any additional funding value is undetermined. The position in this respect will be clearer by December 2016. | | | | | |

| PROCUREMENT ROUTE ABOVE TENDER THRESHOLD (Choose 1(of A, B, C or D) only) | |
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| A. COMPETITIVE PROCUREMENT (complete B if a Framework) | |
| Procurement Route | Light Touch EU (Social Care/Health) |
| Procurement Justification | A restricted procedure will be used on the basis that there is likely to be considerable interest from both local and national providers to deliver these services. The Pre-Qualification Stage will restrict the number of applicants that go through to submission of a full tender |
| B. FRAMEWORK (Waiver in accordance with Rule 13.1 (c)) | |
| Framework? | Is this a procurement from a Framework? No |
| Title & Reference of Framework | N/A |
| Framework Rationale | N/A |
| C. REQUEST FOR QUOTE FROM RESTRICTED MARKET (Waiver in accordance with Rule 13.1 (d)) | |
| Restricted Market? | Is this a request for quotes from a restricted market? No |
| Rationale (only permitted below the EU threshold) | N/A |
| D. SINGLE SOURCE REASON (Waiver in accordance with Rule 13.1 (a, b or d)) | |
| Single Source | Is this Procurement a Single Source – One Quote/Tender <i>(Exceptional circumstances only and select reason below)</i> No |
| Single Source justification below EU Threshold | Select reason and explain your rationale N/A |
| Single Source justification above EU Threshold | If you are seeking a single tender above the EU threshold – using the “Negotiated Procedure without Prior Publication” route, this is only available in very exceptional circumstances. You must select the reason below and explain your rationale. N/A |
| Single Source Rationale | N/A |

PROCUREMENT TIMETABLE, RISK, CONSULTATION AND MANAGEMENT

| Milestones and target dates <i>(Draft)</i> | Key Event | Date |
|--|---|------------------|
| | Publication of Contract Notice or Advert | 16 January 2017 |
| | Return of PQQs (omit if not applicable) | 28 February 2017 |
| | Issue of Invitation to Tender | 20 March 2017 |
| | Return of Tenders | 08 May 2017 |
| | Notification of Results | 05 June 2017 |
| | Standstill Period (omit if not applicable) | 20 June 2017 |
| | Leaseholder Consultation (omit if not applicable) | N/A |
| | Expected date of Award | 21 June 2017 |
| | Contract Commencement | 20 November 2017 |

Risk Management – Set out Main Risks and Mitigating Actions

| Risk | Likelihood (A – E)¹ | Impact (I – IV)² | Level of Risk (High to Lower)³ | Potential Negative Impact | Management / Mitigation of Risk |
|--|---------------------------------------|------------------------------------|--|--------------------------------------|--|
| Tender Process Risks | | | | | |
| Insufficient interest in tenders | D | II | Lower | Procurement process has to be re-run | Consultation process will raise awareness of the procurement commencing in Jan 2017. Tender opportunity to be advertised through a wide variety of channels |
| Cabinet do not sign off delegated authority to award contracts | B | II | High | Procurement process delayed | There is sufficient time within the existing EOH contracts to extend these |
| Challenge of procurement process | D | II | Lower | Procurement process delayed | Guidance from Procurement services has been sought and we will work with them throughout the process to ensure that a a a robust tender exercise is undertaken |
| Contract Performance Management Risks | | | | | |
| Poor performance of provider | D | II | Lower | Poor quality services delivered | Well established process of monitoring in place |
| Provider failure | D | II | Lower | Gap in service delivery | Established process in place to manage this eventuality. Good knowledge of local and national market to approach to deliver services on a temporary basis in these circumstances |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

¹ **Risk Likelihood:** A = Very High, B = High, C = Significant, D = Low, E = Very Low
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| Contingency Arrangements | <p>There is scope within the existing EOH contracts to extend through to March 2018, providing 5 months for any delays in the process. The existing services will be in a position to continue if such a delay occurs. The Children's Commissioning Team will work closely with Procurement Services to ensure that a robust process is in place throughout the procurement exercise. Once contracts have been awarded a clear process is already well established to monitor the ongoing EOH contracts. Through regular monitoring we are able to identify any issues early, however there will always be occasions where providers will encounter unplanned events that could not have been foreseen. Underperformance can be identified early through the monitoring process, with clear contractual expectations set out at the point of tender. The Commissioning Team have good relationships with its providers which enable an effective partnership approach whilst maintaining a contractual position. There is a process in place to manage provider failure and the team having good knowledge of the local and national market, who may have to be called upon to temporarily deliver services.</p> |
| Consultation | <p>A six week consultation will take place between 24/10/2016 to 02/12/2016 subject to Cabinet approval. This will involve public and professionals face-to-face events as well as online consultation. Thurrock CVS and Healthwatch will also be integral to the consultation process, as well as the involvement of children and young people within the consultation. CVS and Healthwatch will be given advance notification of the proposed consultation once the October Cabinet paper is published online (4 October).</p> |
| Project and Contract Management Proposals | <p>There is a project group that oversees the 0-19 wellbeing model (including EOH). Procurement and stakeholder consultation form part of the remit of this group. Post award the contract will be managed by the Children's Commissioning Team, with quarterly and annual reviews of services. As part of this process service users are a key component to the evaluation, through completion of progress surveys and interviews with them as part of the review process.</p> |
| Procurement Comments | <p>At £2,000,000 this contract exceeds the EU threshold for services under the Light Touch Regime. A formal tender process will be carried out, and advertised in the OJEU. The Restricted procedure will be used due to the expected high level of interest in the contract. In choosing this route the Council is adhering to the Contract Procedure Rules and Public Contract Regulations 2015.</p> |

² **Risk Impact:** I = Critical, II = Significant, III = Marginal, IV = Negligible

³ **Risk Level:** High = A1, B1, AII, BII, C1, CII, all others lower

Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

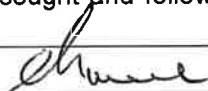
| | | |
|---|--|-----------------------------|
| Procurement Services | Name | Name |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Legal Services <i>(Insofar as it relates to Legal implications)</i> | Name | Name |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Finance <i>(Insofar as it relates to Finance implications)</i> | Name | Name |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |

Section D: APPROVAL TO PROCEED VALUE

The Responsible Officer must sign the form, together with the Head of Service as a minimum. Delegated Authority Limits below.

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| Approval Level | Over £750,000 - Cabinet |
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Section E: SIGN OFF APPROVAL TO PROCEED

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| Confirmation by the Responsible Officer of Compliance with Contract Procedure Rules | The Responsible Officer Mark Livermore confirms that the procurement of Early Offer of Help Services and PS/2016/312 has been carried out in accordance with Rule 5 of the Council's Contract Procedure Rules (Chapter 9, Part 2 of the Constitution) and in particular the following duties have been met by the Responsible Officer: <ul style="list-style-type: none"> • Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements • The Contract will be included on the Council's Contract Register • Value for Money will be achieved • Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee • Document Retention Policy has and will be complied with • Financial Evaluation will be made of all the proposed tenders including the recommended bidder • Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary | |
| | Signed |  |
| | Date | 29 September 2016 |
| Approval to Proceed | In accordance with the Contract Procedure Rules, I/we confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13 | |
| Head of Service | Name | Name |
| | Signed (Or obtain email of confirmation) | |
| | Date | Click here to enter a date. |
| Corporate Director <i>I confirm that the Portfolio Holder has been consulted as required</i> | Name | Name |
| | Signed (Or obtain email of confirmation) | |
| | Date | Click here to enter a date. |
| Director of Finance and IT <i>If waiver required</i> | Name | Name |
| | Signed (Or obtain email of confirmation) | |
| | Date | Click here to enter a date. |
| Cabinet | Approval Minute Number | Enter minute reference |
| | Date | Click here to enter a date. |
| Now send complete form to Procurement Services signed and scanned (with emails if used) | | |