

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	Healthy Lifestyles Service
Directorate	Adults, Health and Commissioning
Procurement Reference Number	PS/2016/289
Contract Cost (Maximum Spend)	£2.9M over 5 years
Budget code(s)	PH001, PHCO2, PHC09
Introduction and Background	Public Health currently commission a range of services in Thurrock aimed at helping people live healthily. These include smoking prevention and help to quit, weight management and delivery of the NHS Health Checks programme. This proposed procurement brings all of these services together into a Lead Provider Model to deliver a more customer focussed service along with contract savings
Proposed Contract Term	3 years plus an additional 2 years in any combination
Political Sensitivity	N/A

Section B: COMMISSIONING REPORT

Business Case	The current service delivery arrangements are fragmented and complex to manage. Service Users can access the individual services now, but there is little cross referral and potential duplication as there are more than one of each type of service. Services are provided both under commissioned arrangements with NELFT, and with grant funding agreements for some community based services. The proposed model will allow a single point of access and referral for service users and for GPs/Health professionals to use. A central database will ensure that we can track service users across whatever programme they need and ensure appropriate follow up and feedback. It is envisaged that this model will deliver cost efficiencies with no reduction in activity level.
Key Deliverables (Draft Specification)	The specification will set out the Lead Provider responsibility and the elements of the service that may be delivered by partner organisations in a subcontracting arrangements. Challenging targets will be set to meet the required deliverables of the Public Health Outcomes Framework.
Quality v Price evaluation	60:40 Quality:Price
Social Value	There is opportunity within this service to include community support and training of organisations around healthy lifestyles services, MECC (Making Every Contact Count) etc and this will be a clear requirement for the Lead Provider. Additionally, proposals will be requested around local employment and volunteering opportunities.
Current / Previous Contract details	New combined service previously awarded as a range of contracts

FINANCIAL IMPLICATIONS

Current / Previous Contract Cost	The current spend against the services to be included amounts to ~£736,000 per annum.					
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	£	£580	£580	£1740	£2900
Confirm Funding Breakdown Identified	Revenue Budget	£	£580	£580	£1740	£2900
	Capital Budget	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	Total Funding	£	£580	£580	£1740	£2900
Budget Code(s)	PH001, PHCO2, PHC09 (Smoking tbc)					
Unsupported borrowing?	N/A					
Other Financial Implications	This procurement will look to save a minimum of 15% against current costs over the contract period.					

PROCUREMENT ROUTE ABOVE TENDER THRESHOLD (Choose 1(of A, B, C or D) only)	
A. COMPETITIVE PROCUREMENT (complete B if a Framework)	
Procurement Route	Light Touch EU (Social Care/Health)
Procurement Justification	Health Service above £625K
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	<i>Select reason and explain your rationale</i> N/A
Single Source justification above EU Threshold	If you are seeking a single tender above the EU threshold – using the “Negotiated Procedure without Call for Competition” 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	31 October 2016			
	Return of PQQs (omit if not applicable)	N/A			
	Issue of Invitation to Tender	31 October 2016			
	Return of Tenders	12 December 2016			
	Notification of Results	23 January 2017			
	Standstill Period (omit if not applicable)	Until 3 February 2017			
	Leaseholder Consultation (omit if not applicable)	N/A			
	Expected date of Award	06 February 2017			
	Contract Commencement	01 April 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					
Procurement timescale overrun	C	ii	High	Contract gap until new service can start	Timescale will be tightly managed to facilitate compliance. This is not a mandated service
Lack of market interest	D	ii	Lower	Restricted market	A provider engagement session will be held at the start of the tender period to assist with queries and issues
Enter Risk	L	I	Level	Impact	Mitigation
Contract Performance Management Risks					
Enter Risk	L	I	Level	Impact	Mitigation
Enter Risk	L	I	Level	Impact	Mitigation
Enter Risk	L	I	Level	Impact	Mitigation
Contingency Arrangements	This is not a mandated service and therefore a short gap in provision is manageable.				
Consultation	Internal consultation is underway. Existing providers will be consulted and invited to the provider engagement session				
Project and Contract Management Proposals	The contract will be managed within the Public Health Team				
Procurement Comments	The intention to procure a Healthy Lifestyles Service meets the requirements of Schedule 3 of the Public Contracts Regulations 2015. The estimated contract spend over the initial three year contract period is above the minimum EU threshold of £625.00 so a full OJEU process will be required. Public Contracts Regulations 2015, 74 – 77 will apply.				

¹ **Risk Likelihood:** A = Very High, B = High, C = Significant, D = Low, E = Very Low

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

³ **Risk Level:** High = AI, BI, All, BII, CI, CII, all others lower

Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

Procurement Services	Name	John Harmer
	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	Kevin Molloy
	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	Jo Freeman
	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.

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

Confirmation by the Responsible Officer of Compliance with Contract Procedure Rules	The Responsible Officer Sue Bradish confirms that the procurement of Healthy Lifestyles Service and PS/2016/289 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	Click here to enter a date.
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	Tim Elwell-Sutton
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Corporate Director <i>I confirm that the Portfolio Holder has been consulted as required</i>	Name	Ian Wake
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Head of Corporate Finance <i>If waiver required</i>	Name	Name
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Cabinet	Approval Minute Number	Enter minute reference
	Date	Click here to enter a date.
<i>Now send complete form to Procurement Services signed and scanned (with emails if used)</i>		