

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	Integrated Sexual Health Service
Directorate	Adults, Health and Commissioning
Procurement Reference Number	PS/2017/529
Contract Cost (Maximum Spend)	£9M over 5 years
Budget code(s)	PH12
Introduction and Background	The current contracts with all Sexual Health providers come to an end on 31 March 2018.
Proposed Contract Term	3 years initial term plus the option of two further years in any combination.
Political Sensitivity	N/A

Section B: COMMISSIONING REPORT

Business Case	<p>As stated, the current providers' contracts come to an end on 31st March 2018.</p> <p>Over the past few years significant efforts have been made to integrate the Sexual Health services in Thurrock. It is thought that there could be improvements generated in terms of integration and cost savings by testing the market. The current spend for these contracts is £1,634,689 per annum. Sexual Health Services are currently delivered primarily by the North East London Foundation Trust (NELFT) and supported by smaller elements from GPs, pharmacies and other providers.</p> <p>It is proposed that the smaller additional elements are included within this contract with a view to fully integrate the service. This will enable the provider to adapt the services to the needs of the population by working in a more joined up manner. This will also significantly reduce the administrative functions required by the Council's Public Health Team.</p>
Key Deliverables (Draft Specification)	Achievement of a range of quality outcomes including Public Health England targets on prevention and recovery of substance misuse.
Quality v Price evaluation	60:40 Quality:Price
Social Value	Bidders will be asked to propose Social Value opportunities for their term – this may include volunteering opportunities for local people.
Current / Previous Contract details	The current service is part of the directly commissioned arrangement between the CCG and NELFT, of which Thurrock Council is an authorised signatory.

FINANCIAL IMPLICATIONS							
Current / Previous Contract Cost	The current spend on sexual health services that will be included within this contract amounts to c. £1.64M per annum.						
Cost Breakdown	Breakdown of Estimated Cost	18/19 £000's	19/20 £000's	20/21 £000's	21/22 £000's	22/23 £000's	Total £000's
	Total Spend	£1.634m	£1.634m	£1.634m	£1.634m	£1.634m	£8.170m
Confirm Funding Breakdown Identified	Revenue Budget	£	£	£	£	£	£
	Capital Budget	£	£	£	£	£	£
	Other (Please State)	£	£	£	£	£	£
	Other (Please State)	£	£	£	£	£	£
	Total Funding	£1.634m	£1.634m	£1.634m	£1.634m	£1.634m	£8.170m
Budget Code(s)	PH12						
Unsupported borrowing?	N/A						
Other Financial Implications	The procurement will seek to achieve savings through further integration and market testing and support continued delivery post removal of the ring fenced Public Health budget.						

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) Under Section 7 of the Public Contracts Regulations 2015
Procurement Justification	Health Service above EU Light touch threshold
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	21 July 2017			
	Return of PQQs (omit if not applicable)	N/A			
	Issue of Invitation to Tender	21 July 2017			
	Return of Tenders	04 September 2017			
	Notification of Results	10 October 2017			
	Standstill Period (omit if not applicable)	No less than 10 days between notification of decision and date of award			
	Leaseholder Consultation (omit if not applicable)	N/A			
	Expected date of Award	24 October 2017			
	Contract Commencement	01 April 2018			
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 the tender	D	II	Lower	Unable to award contract	There is a developed market in Sexual Health Treatment Services from both NHS and private sector organisations
Overrun Procurement	C	II	Lower	Service gap or requirement to extend	As much preparation will be done as possible, slippage will be minimised
Enter Risk	L	I	Level	Impact	Mitigation
Contract Performance Management Risks					
Service Performance failure	C	I	High	Service Users at risk, community safety impact	Strong contract management to be put in place. Regular monitoring and involvement of CCG for clinical governance issues.
Enter Risk	L	I	Level	Impact	Mitigation
Enter Risk	L	I	Level	Impact	Mitigation
Contingency Arrangements	Extension of the existing service is unlikely to be needed but will be agreed with the current incumbent prior to tender. Public Health will continue to work closely with the CCG and Primary Care providers should any failure take place during the contract term.				
Consultation	As part of the development of the service specification we will consult with service users, stakeholders and other relevant professionals. The proposal will also be discussed at Health Scrutiny for comments.				

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

Project and Contract Management Proposals	The Contract will be managed directly by the Responsible Officer (Public Health Manager).
Procurement Comments	This is an opportunity to market test the delivery of sexual health services which will be further integrated to ensure a joined up service for recipients. There is potential for a small element of savings although this is not anticipated to be substantial. The size of this procurement means it is subject to the EU Light Touch Regime and the tender exercise will be conducted accordingly. The Corporate Procurement Manager will continue to support Public Health through this project.

Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

Procurement Services	Name	Stefanie Seff
	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	Paul O'Reilly Project Lawyer
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	23/05/2017
Finance <i>(Insofar as it relates to Finance implications)</i>	Name	Jo Freeman
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	07/06/2017

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 Sareena Gill confirms that the procurement of Integrated Sexual Health Services and PS/2017/529 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	Click here to enter text.
	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	Click here to enter text.
	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	N/A
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Cabinet	Approval Minute Number	Click here to enter text.
	Date	12/10/2016
<i>Now send complete form to Procurement Services signed and scanned (with emails if used)</i>		