

PROCUREMENT STAGE 1¹ – 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 appended to the Cabinet report. This form will be “open” for publication.

1.	INTRODUCTION	
1.1	Contract Title	Tuition Support Services
1.2	Reference	<i>TBC</i>
1.3	Directorate	Childrens’ Services
1.4	Contract Cost	£850,000 including extension options
1.5	Description	Development of a pool of providers to deliver high quality, cost effective and efficient Tuition Services outside of the school where they are enrolled. The service is for children who are unable to attend school or where it has been identified that external one to one tuition or group based alternative provision may better suit their learning needs to improve attainment outcomes and support GCSE preparation.
1.6	Contract Term	Three years with the option to extend for a further two years
1.7	Political Sensitivity	N/A

2.	BUSINESS CASE	
2.1	Business Case	<p>It is proposed that to meet children’s needs, the Council establishes a framework of multiple providers to deliver the service. The framework is intended primarily for use by the Council’s Special Educational Needs service, the Virtual School Team and the Inclusion Team.</p> <p>Thurrock schools (especially secondary schools) may also use the framework from time to time in order to source tuition services for children and young people for whom it is felt that a mixture of school-based and out-of-school education would be most suitable.</p> <p>The framework will be divided into two lots, as shown below:</p> <p>Lot 1: Tuition Services (One to One Tutoring) Lot 2: Alternative Provision (Group-Based Alternative Education)</p> <p>Historically there has never been a formal contract in place for this provision. The aim of this procurement is to establish a list of pre-qualified providers to deliver the services.</p>

¹ Docusign Version, April 2019 onwards

2.2	Key Deliverables	<p>These services aim to ensure that:</p> <ul style="list-style-type: none"> • Children and young people can access full-time education appropriate to their level of needs. • Children and young people engage with education and achieve awards / qualifications in accordance with their ability. • Wherever possible, children and young people will ultimately return to school full time.
2.3	Commercial Pressures	N/A
2.4	Contractor Employment Status ²	N/A
2.5	Award Criteria	60:40 Quality : Price
2.6	Social Value	<p>The Council expects providers to deliver initiatives such as:</p> <ul style="list-style-type: none"> • working with local partners to deliver subsidised tutoring provision in Thurrock • providing additional capacity to the Council's community and voluntary sector through employer supported volunteering • sourcing Tutors and Alternative Provision Leads Tutors locally to Thurrock wherever possible and reducing carbon emissions resulting from distance travelled by staff
2.7	Previous Contract	N/A

² Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

3.		FINANCIAL CONSIDERATIONS					
3.1	Previous Contract Cost	N/A					
3.2	Scope Changes	Is there any increase / decrease in scope that could impact costs?	No				
3.3	Annual Cost	Year	20/21 £000's	21/22 £000's	22/23 £000's	Later £000's	Total £000's
		Total Spend	£250	£150	£150	£300	£850
3.4	Funding Breakdown Identified	Revenue Budget	£250	£150	£150	£300	£850
		Capital Budget	-	-	-	-	-
		Other (Please State)	-	-	-	-	-
		Other (Please State)	-	-	-	-	-
		Total Funding	£250	£150	£150	£300	£850
3.5	Budget Code(s)	Services accessing Tuition Support Services: SEND Team, Access and Inclusion Team and the Virtual School. Budget Codes: AA004-1750, AA005-1750, AA005-2631, AA140-1750, AA183-1750					
3.6	Unsupported borrowing	N/A					
3.7	Other Financial Implications	It is anticipated that savings will be made by formalising the contract.					

4.		PROCUREMENT ROUTE
4.1	Procurement Route	EU Open Tender
4.2	Procurement Route Rationale	The procurement aims to appoint multiple providers, therefore competition will be encouraged by using the open procedure, with no shortlisting stage.
4.3	Does the contract require a waiver?	No
4.4	Single Source justification	N/A - not a single source
4.5	Waiver Rationale	N/A

5.		PROCUREMENT TIMETABLE	
5.1	Procurement Timetable	Publish Contract Notice	06 April 2020
		Selection Questionnaire Return	N/A
		Invitation to Tender Issue	06 April 2020
		Invitation to Tender Return	15 May 2020
		Notification of Result	15 June 2020
		Standstill Period	16 – 25 June 2020
		Expected Award Date	26 June 2020
		Contract Commencement	01 October 2020

6. RISKS, CONSULTATION AND MANAGEMENT						
6.1	Tender Process Risks	Risk Level			Negative Impact	Mitigation
	Lack of tender submissions	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Lack of competition and choice	Open procedure to make contract more attractive
	Timetable Overrun	D - Low Likelihood	III - Marginal Impact	DIII - Low Risk	Contract not in place by expected date	Pre-agree timetable and key milestones
	-	-	-	-	-	-
6.2	Contract Performance Risks	Risk Level			Negative Impact	Mitigation
	Non-performance	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Children not getting educational needs met, reputational damage	KPIs set and monitored regularly
	Lack of choice	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Spot purchasing outside of framework	Open procedure chosen to encourage more bids
6.3	Contingency	Should the contract award be delayed or be terminated early, the Council would put an interim arrangement in place on a spot purchase basis. As this will be a multiple supplier framework, the termination of one provider should not impact the service critically, but would reduce choice.				
6.4	Consultation	A report will be presented for scrutiny at Director's Board, Children's Overview & Scrutiny, and Cabinet.				
6.5	Project and Contract Management ³	Tier 2 - Medium Level Contract Management				
		The contract will be managed by Temi Fawehinmi				
6.6	Procurement Implications	Procurement agrees with the approach set out				

7. LEGAL, FINANCE AND PROCUREMENT APPROVAL		
7.1	Procurement	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Procurement implications
		Name Kiri Mason
		Signed DocuSigned by: <i>Kiri Mason</i>
		Date 28 January 2020 <small>2AE5C14F159948F...</small>
7.2	Legal	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Legal implications
		Name Kevin Molloy
		Signed DocuSigned by: <i>Kevin Molloy</i> <small>092F84B43BB54AF...</small>

³ Refer to the contract management framework or your category manager for guidance

		Date	29 January 2020
7.3	Finance	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Financial implications	
		Name	David May
		Signed	DocuSigned by: <i>David May</i>
		Date	6C4CEE007AC74AB... 29 January 2020

8.	APPROVAL TO PROCEED			
8.1	Approval Level	Over £750,000 - Cabinet		
8.2	Responsible Officer	I confirm that this procurement will be 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:		
		<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 		
		Name	Temi Fawehinmi	
		Signed	DocuSigned by: <i>Temi Fawehinmi</i>	
	Date	8397E32AC95E472... 28 January 2020		
8.3	Assistant Director	In accordance with the Contract Procedure Rules, I 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.		
		Name	-	
		Signed	-	
		Date	-	
8.4	Corporate Director	In accordance with the Contract Procedure Rules, I 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.		
		I confirm that the Portfolio Holder has been consulted as required		
		Name	Roger Harris	
		Signed	DocuSigned by: <i>Roger Harris</i>	
	Date	EACE23EB2D694A0... 29 January 2020		

8.5	Director of Finance and IT (If waiver required)	In accordance with the Contract Procedure Rules, I 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.	
		Name	-
		Signed	-
		Date	-
8.6	Cabinet	Minute Number	<i>TBC</i>
		Date	12 th February 2020
<i>Now send complete form to Procurement Services signed and scanned</i>			