

 <p><b>Brent</b></p>	<p align="center"><b>Cabinet Key Decision by Delegated Authority to Award</b></p> <p align="center"><b>Report to Strategic Director of Regeneration and Environment</b></p>
<p>For Action/Information * delete as necessary</p>	<p align="right">Wards Affected: ALL</p>
<p align="center"><b>Delegated Authority Report for Awarding the Brent Domestic Abuse Advocacy and MARAC Coordination Contract</b></p>	

Appendix 1 is **Not for Publication**

The report contained Appendix 1 which was not for publication as it contained the following category of exempt information as specified in Schedule 1, Part 12A of the Local Government Act 1972, namely Paragraph 3: *“Information relating to the financial or business affairs of any particular person (including the authority holding that information)”*.

## **1.0 Summary**

1.1 This report requests authority to award contracts as required by Contract Standing Order No 88. This report summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.

## **2.0 Recommendations**

That the Strategic Director of Regeneration and Environment, in consultation with the lead member and the Strategic Director of Children and Young People, award the contract for Brent Domestic Abuse Advocacy and MARAC Coordination to Advance Advocacy and Non Violent Community Education for a period of 3 years with an option to extend for a further 2 years.

## **3.0 Detail**

### ***Background***

3.1 Brent Council has commissioned advocacy support for domestic abuse victims since 2010. Domestic abuse incidents have increased over the years, in line with the wider pan London incident profile and support provision has increased as a response. Brent Council currently commission a London charity, Hestia, to deliver Independent Domestic Violence Advocacy (IDVA), Family Support and Multi Agency Risk

Assessment Conference (MARAC) coordination services. Hestia is in their final year of service delivery which commenced on 03 Dec 2014 and ends on 02 Dec 2017.

The current contract value for the above contract specification costs the Council £0.30m per year, 60% of which is funded by Community Protection and 40% by Children and Young People's Department. A recent contract extension following a review of the contract led to a saving of 6%. A further review of costs highlighted where further savings could be made whilst ensuring quality of service. This fed into the re-tender options presented to Cabinet in June 2017.

- 3.2 In June 2017 Cabinet agreed the proposed option (1) to commission Independent Domestic Violence Advocacy (IDVA), Family Support and Multi Agency Risk Assessment Conference (MARAC) coordination services, allocating a Council budget of £0.27m per year. This budget would still ensure quality of service and a resourceful specification, whilst saving on overheads.

### ***The tender process***

- 3.2 The new contract will be let for an initial period of 3 years with the option to extend by a further 2 years.

- 3.3 The tendering process was a single stage Open OJEU tender. Advertisements were placed in the Official Journal of the European Union (OJEU) on 26<sup>th</sup> June 2017. The tendering instructions stated that the contract would be awarded on the basis of the most economically advantageous tender and that in evaluating tenders, the Council would have regard to the following:

- Demonstrated ability to provide the service
- Quality assessment
- Value for money and price

- 3.4 Tenderers were provided with an outline specification and details of the tender. They were required to submit additional information providing details of their proposed arrangements for performing the contract including (but not limited to) the following:

- Relevant experience
- Staffing and management
- Service delivery – referrals
- Service delivery –availability and access
- Savings targets
- Increased client safety
- Partnership and community benefits
- Social Value

### ***Evaluation process***

- 3.6 The tender evaluation was carried out by a panel of officers from the Community Protection Service.

- 3.7 All tenders had to be submitted electronically by Tuesday 1<sup>st</sup> August 2017, however following representations from a potential supplier who had not updated their registration details and therefore not received some clarification

responses, it was agreed that the tender would be extended by three days. Tenders were therefore submitted no later than Friday 4<sup>th</sup> August 2017, 12pm. This extension was communicated to all providers who were able to view the tender. Tenders were opened on Monday 7<sup>th</sup> August and four valid tenders were received. Each member of the evaluation panel scored the submissions on the basis set out in the ITT.

- 3.8 The panel met on Tuesday 8<sup>th</sup> August 2017 and tender scores were moderated and agreed by the whole panel against the award criteria.
- 3.9 The names of the tenderers are contained in Appendix 1. The scores received by the tenderers are included in Appendix 2. It will be noted that t Advance Advocacy and Non Violent Community Education was the highest scoring tenderer. Officers therefore recommend the award of the contract to Advance Advocacy and Non Violent Community Education.
- 3.10 The contract will commence on 3<sup>rd</sup> December 2017 subject to the Council's observation of the requirements of the mandatory standstill period noted in paragraph 5.3 below.

#### **4.0 Financial Implications**

- 4.1 The Council's Contract Standing Orders provides that approval should be sought from the Cabinet to award contracts for supplies, services or works with the value exceeding £500k. However, Cabinet delegated authority to the Strategic Director of Regeneration and Environment, in consultation with the lead member and the Strategic Director of Children and Young People in the Cabinet meeting of June 2017 to award the contract on completion of the procurement process.
- 4.2 The estimated value of this contract is £0.27m per year. This is a 10% reduction compared to the previously awarded tender in 2014.
- 4.3 A representative of Brent Financial Services attended the evaluation panel to evaluate the financial elements of the tenders submitted.

#### **5.0 Legal Implications**

- 5.1 The contract is a Schedule 3 service contract under the Public Contracts Regulations 2015 (the "EU Regulations") and as the value over its lifetime is higher than the EU threshold for Schedule 3 service contract, procurement and award of the contract is governed by the EU Regulations. Paragraph 3 of this report provides the process that was undertaken in procuring the services under the EU Regulations.
- 5.2 Based on the estimated value of the contract over its lifetime, it is deemed a High Value Contract as defined under the Council Contracts Standing Orders and Financial Regulations. Cabinet approval to award the contract would ordinarily be required but the authority to award the contract was delegated by the Cabinet to the Strategic Director of Regeneration and Environment, in consultation with the lead member and the Strategic Director of Children and Young People at the Cabinet meeting as detailed in the Cabinet report of Strategic Director of Regeneration and Environment dated 19 June 2017.

5.3 Officers recommend that a mandatory minimum 10 calendar day standstill period under the EU Regulations is observed before the contract can be awarded. Therefore once the successful tenderer has been determined, all tenderers will be issued with written notification of the contract award decision, and a minimum 10 calendar day standstill period will be observed before the contract is concluded – this period will begin the day after all Tenderers are sent notification of the award decision – and additional debrief information will be provided to unsuccessful tenderers in accordance with the EU Regulations. As soon as possible after the standstill period ends, the successful tenderer will be issued with a letter of acceptance and the contract can commence.

## **6.0 Diversity Implications**

6.1 The proposals in this report have been subject to screening and officers believe that there are no diversity implications.

## **7.0 Staffing/Accommodation Implications (if appropriate)**

7.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the contract.

## **8.0 Public Services (Social Value) Act 2012**

8.1 The Council has a duty pursuant to the Public Services (Social Value) Act 2012 to consider how the service being procured might improve the economic, social and environmental well-being of Brent and how it might act with a view to securing that improvement during the procurement.

8.2 The service being procured is clearly aimed at improving, in particular, the social well-being of residents in Brent. In procuring the service, officers will also explore introducing specific measures to improve the economic, social and environmental well-being of the Brent area and social value will be one of the evaluation criteria used to encourage bids to address such issues.

### **Contact Officers**

Karina Wane  
Head of Community Protection  
[Karina.wane@brent.gov.uk](mailto:Karina.wane@brent.gov.uk)  
X5067

Clare Brennan  
Senior Category Manager, Procurement  
[Clare.brennan@brent.gov.uk](mailto:Clare.brennan@brent.gov.uk)  
X1160