	<p>Executive 17 August 2011</p> <p>Report from the Director of Adult Social Services</p>
<p>Wards Affected: ALL</p>	
<p>Award of Framework Contracts for the Procurement and Management of Young People Accommodation Based Services and Floating Support Services</p>	

Appendix 4 of this report is Not for Publication

1.0 Summary

- 1.1 This report updates members on the outcome of the procurement process of two frameworks for young people housing support services and seeks approval to appoint organisations to the frameworks as required by Contract Standing Order 88.
- 1.2 This report requests authority to award call-off contracts from the two frameworks for young people housing support services as required by Contract Standing Order 88.
- 1.3 This report further requests authority to extend existing contracts for a period of three weeks to the 24th of October 2011 to ensure planned implementation for the new services.

2.0 Recommendations

- 2.1 That the Executive approve the appointment of the 3 organisations detailed at paragraph 3.15 of the Report to the Supporting People Young People Accommodation based Support Services Framework Agreement for a period of 3 years with an option to extend the framework for a further 2 years.
- 2.2 That the Executive award a call-off contract from the Supporting People Young People Accommodation based Support Services Framework Agreement to Coram (Thomas Coram Foundation for Children), in respect of Lot A (single sex accommodation based services for young people with complex needs across scattered accommodation) from 24th October 2011 for a period of 3 years with an option of extending for 2 years.

- 2.3 That the Executive award a call-off contract from the Supporting People Young People Accommodation based Support Services Framework Agreement to DePaul UK in respect of Lot B (mixed sex accommodation based services for young people across hostel, crash pad and move on units) from 24th October 2011 for a period of 3 years with an option to extend the framework for a further 2 years.
- 2.4 That the Executive approve the appointment of the 4 organisations detailed at paragraph 3.15 of the Report to the Supporting People Young People Floating Support Services Framework Agreement for a period of 3 years with an option to extend for a further 2 years.
- 2.5 That the Executive award a call-off contract from the Supporting People Young People Floating Support Services Framework Agreement to Coram (Thomas Coram Foundation for Children) from 24th October 2011 for a period of 3 years with an option to extend the framework for a further 2 years.
- 2.6 That the Executive approve a short extension of existing contracts for young people based accommodation services and floating support services with De Paul Trust, Catch 22, St Christopher's Fellowship, Coram Housing and Support Services, Brent Housing Partnership and Centre Point for the period from 1st October 2011 to 24th of October 2011 to ensure appropriate implementation of services.

3.0 Background and Detail

- 3.1 The Executive on 15th June 2009 gave authority to tender framework agreements for young people and teenage parents. A subsequent report to the Executive on 15th November 2010 approved the recommendation to continue the procurement process for two young persons ("YP") framework agreements, the Supporting People Young People Accommodation based Support Services Framework Agreement ("Framework 1") and the Supporting People Young People Floating Support Services Framework Agreement ("Framework 2"). At that time, the Executive agreed not to proceed with the procurement of framework agreements for the provision of services to teenage parents which had originally been part of the same procurement.
- 3.2 As detailed in the report to the Executive dated 15th November 2010, whilst approval to tender for framework agreements was originally obtained in 2009, the procurement process was paused at the PQQ stage pending confirmation of future SP funding. Funding was confirmed and it was agreed that the original process would continue. This report therefore details the next stages within the process and recommends appointment of organisations to the framework agreements and the award of call-off of contracts from those frameworks.
- 3.3 For clarity, Officers outline briefly below the full procurement process including the PQQ stage that was carried out in September 2009.

Preliminary stages of the Procurement process

3.4 Advertisements were placed in the trade press, national, local newspapers and the Council's external website in July 2009 to seek initial expressions of interest. The Council's standard pre-qualifying questionnaire (PQQ), an information pack containing the outline service and tender approach were sent out to all organisations that expressed an interest in this framework.

3.5 The table below describes the services to be procured through the 2 frameworks agreements

Framework	<u>Specification</u>
Framework 1	<u>Lot A</u> YP accommodation based scattered schemes with visiting staff
	<u>Lot B</u> YP accommodation based hostel with 24/7 staffing, crash pad, move-on and independent flats
Framework 2	YP floating support service

3.6 The PQQ evaluation was carried out by panel members consisting of Finance, Health and Safety, and Officers from the Supporting People Team in Commissioning and Service Development Unit. The PQQ evaluation was conducted in accordance with the Evaluation Methodology issued with the PQQ documentation.

3.7 Short listing was carried out on the basis of the contractors' financial viability, probity, and technical ability which included a consideration of health and safety, quality assurance and equal opportunities and 14 organisations were assessed. Two organisations failed the PQQ evaluation. Following subsequent confirmation of Supporting People funding, 12 organisations were invited to tender on 4th February 2011, with a return date of 12 noon on 4th April 2011.

3.8 7 organisations submitted tenders in accordance with the Instruction to Tender ("ITT"). These were:

1. Brent Housing Partnership/Centrepont
2. Catch 22
3. Coram
4. De Paul
5. Lookahead Housing and Care
6. Notting Hill Housing Trust
7. St Christopher's Fellowship

All 7 organisations tendered for Framework 2 but only 6 of these organisations (excluding Brent Housing Partnership / Centrepont) tendered for Framework 1.

3.9 Organisations were informed that the tender evaluation would be conducted in accordance with the Evaluation Methodology issued to organisations in the ITT documentation. The tendering instructions stated that the contract would be awarded on the basis of the most economically advantageous offer to the Council and that in evaluating tenders, the Council would have regard to the following criteria with weightings (weightings are detailed in brackets), for appointment to Framework Agreements:

<u>Criteria</u>	<u>Weighting</u>
Tendered Prices	50%
Quality	50%
<i>Quality consists of -</i>	Quality component weighting (% weighting, totalling 50%)
Method of service delivery in Brent	7%
Service User involvement and choice including the service organisations ability to respond flexibly to service users and the ability to facilitate involvement of service users in shaping and delivery of services they receive.	9%
Methods for ensuring Quality performance and good outcomes including demonstration of how service standards will be maintained and monitored.	9%
Approach to working with young people with a range of needs, including approach to delivering flexible solutions which are responsive to varying service user needs.	10%
Added Value	6%
Approach to partnership working with the Council and other agencies	9%
TOTAL	100%

Certain of the quality criteria detailed above were broken down further into sub-criteria. Organisations were advised in the ITT documentation of the sub-criteria and the weightings attributable to sub-criteria.

The Tender Evaluation Process

3.10 The tender evaluation was carried out by a panel of officers from Service Development and Commissioning Unit and an officer from the Procurement Unit also advised during the evaluation process.

3.11 The evaluation consisted of 3 stages:

Stage 1 - Preliminary Compliance Review. All seven (7) organisations' tenders passed the Preliminary Compliance Review and were subject to evaluation.

Stage 2 - All organisations that passed the Preliminary Compliance Review were subject to an evaluation. Method statement questions were scored using a range of between 0 and 4, as shown in the following table below:

Assessment	Interpretation	Score
Unacceptable	Fails to meet requirement - major omissions/weaknesses	0
Weak	Limited evidence of ability to meet requirement - omissions/weaknesses in key areas	1
Adequate	Meets requirement but with some minor omissions/weaknesses	2
Good	Fully meets requirement	3
Excellent	Fully meets requirement demonstrating added value in proposals for delivery of service	4

A pricing evaluation of tenders was also conducted at Stage 2 using a standard deviation methodology

Stage 3 - Selection of Organisations to be appointed to the Framework Agreement; The Evaluation Methodology informed organisations that the top 5 ranked organisations that passed the full evaluation would be appointed to the Framework.

- 3.12 All 7 organisations were scored on the method statement questions which were presented in a tender evaluation matrix. Individual criteria and sub-criteria were scored out of a maximum of 4. This score was then weighted and individual weighted scores were totalled to arrive at a total Quality score..

Quality and Price

- 3.13 Quality consisted of 50% of the evaluation weightings. In carrying out the evaluation of quality, 3 organisations for both Frameworks 1 and 2 were found not to have completed the Method Statement correctly as required in the Tender Evaluation Methodology and were thus considered non-compliant. The scoring for each compliant tender is detailed in Appendices 2 and 3.
- 3.14 The Price consisted of 50% of the evaluation weightings. The pricing submitted by organisations were evaluated by using their hourly rate which ranged from approximately £15 to £25/hour as detailed in Appendix 4a). Prices were evaluated on the basis of non-TUPE pricing, using a Standard Deviation analysis method as demonstrated in Appendix 5a).
- 3.15 The Evaluation Panel calculated the final scores in accordance with the Tender Evaluation Methodology and recommends the 3 organisations detailed below for appointment to Framework 1 and 4 organisations for appointment to Framework 2: These organisations are ranked as follows:

Framework 1, Lots 1&2 (accommodation based services)	Framework 2
1. Supplier G - Coram (Thomas Coram Foundation for Children) of 49 Mecklenburgh Square, London WC1N	1. Supplier A – Lookahead Housing and Care of 1 Derry Street, London W8 5HY
2. Supplier F – De Paul UK of 291-299 Borough High Street, London SE1 1JG	2. Supplier G – Coram (Thomas Coram Foundation for Children) of 49 Mecklenburgh Square, London WC1N
3. Supplier A – Lookahead Housing and Care of 1 Derry Street, London W8 5HY	3. Supplier F – De Paul UK of 291-299 Borough High Street, London SE1 1JG
	4. Supplier C – Brent Housing Partnership of Chancel House, Neasden Lane, NW10

3.16 The 3 organisations that were found not to have completed the Method Statements correctly are detailed in Appendix 1a).

Call-off Contracts from Framework 1 and 2

3.17 The ITT indicated a process for the award of call-off contracts from the Framework Agreements. The method of selecting an organisation for award of call-off contracts differs depending on whether whether Officers are calling-off a contract at the commencement of the Framework Agreements or after their commencement. Detailed below is the methodology used by Officers to identify which of the organisations appointed to Frameworks 1 and 2 should be awarded a call off contract

Call-off Contract at the Commencement of Framework 1 in respect of Lots A and B

3.18 Framework 1 is divided into two lots: Lot A being for single sex accommodation based services for young people with complex needs across scattered accommodation; and Lot B being for mixed sex accommodation based services for young people across hostel, crash pad and move on units. The Framework Agreement indicated Lot A and B would be evaluated to obtain the most economically advantageous tender for each Call-off Contract using the same criteria as for the evaluation of the Framework Agreements. Officers therefore used the Quality criteria and scoring applicable for the award of the Framework Agreement. As the Framework Agreement was evaluated on the basis of non-TUPE pricing however, there was a need for evaluation of the “Tendered Prices” on the basis of the TUPE pricing submitted by organisations. The evaluation of TUPE pricing is in accordance with the Tender Evaluation Methodology attached to the ITT.

3.19 Organisations were advised that the Council’s intention was not to award Lot A and B to the same organisation due to concerns regarding capacity. If, following evaluation of tenders, the same organisation was identified as the highest scoring organisation for both Lots A and B, it will be given the choice of

whether it is awarded Lot A or B. Once that decision has been made, the second highest scoring contractor will be awarded that other Lot.

- 3.20 Officers have carried out an evaluation in accordance with the methodology detailed in paragraphs 3.18 and 3.19 above and Members are referred to Appendices 1b), 4b) and 5b) for further information regarding the evaluation. As a result of this evaluation, approval is sought to award a call-off contract to Coram (Thomas Coram Foundation for Children) as the most economically advantageous tender for Lot A and to award a call-off contract to De Paul UK as the most economically advantageous tender for Lot B.

Call-off Contract at the Commencement of Framework 2

- 3.21 For Framework 2, Officers intention is that there will be an initial call-off at the time that the Framework commences. The Framework Agreement indicates that a call-off contract will be awarded to the organisation on the Framework submitting the most economically advantageous tender and using the same criteria as for the evaluation of Framework 2. The Council will use the Quality criteria and scoring applicable on the award of the Framework. As the Framework was evaluated on the basis of non-TUPE pricing however, there is a need for evaluation of the Tendered Prices on the basis of the TUPE pricing submitted by organisations to identify the most economically advantageous tender for the call-off contract. The evaluation of TUPE pricing is in accordance with the Tender Evaluation Methodology attached to the ITT.

- 3.22 Officers have carried out an evaluation in accordance with the methodology detailed in paragraph 3.21 above and Members are referred to Appendices 1b) 4B) and 5b) for further information regarding the outcome of the evaluation. As a result of this evaluation, approval is therefore sought to award a call-off contract to and Coram (Thomas Coram Foundation for Children) as the most economically advantageous tender at the commencement of Framework 2.

Extension of Existing Young People Support Contracts

- 3.23 Due to certain delays that have occurred in the procurement process and the fact that existing young people based accommodation services and floating support services contracts with De Paul Trust, Catch 22, St Christopher's Fellowship, Coram Housing and Support Services, Brent Housing Partnership and Centre Point are due to expire on 30 September, Officers seek approval to extend existing contracts from 1st October 2011 to 24th of October 2011 to ensure appropriate implementation of services under the proposed call-off contracts.

4.0 Financial Implications

- 4.1 In Brent, the budget for the local Supporting People programme was £12.358m in 2010-11 and £11.022m in 2011/12. The budget in Brent is expected to have fallen by 19.5% by March 2013. The budget has been un-ring-fenced and incorporated into Formula Grant which can now be used more flexibly to pay for a range of services which help people stay living independently in the community. Any costs arising from the award of this contract will be contained within the Supporting People Programme budget for the relevant financial year.
- 4.2 At present over 3000 people per year benefit from c40 SP funded contracts with internal and external organisations, some people receiving services for a

short period, others over a long period and all the services are funded under contract between organisations and the council.

- 4.3 The Procurement Plan approved by Brent Council Executive in March 2011 sets out a timetable showing when existing SP services will be procured in future to ensure that new services are in place to replace contracts as they expire. One of the aims of the Brent SP Procurement Programme is to reduce SP expenditure in line with budget availability.
- 4.4 The evidence from earlier Framework Tenders undertaken in West London is that this can be achieved, with little reduction in overall service capacity, through economies of scale and subjecting services to competition.
- 4.5 The current spend on Young People floating support and accommodation based services is £744,794pa for 2010/11, and £687,201pa for 2011/12. This is less than the £819,000 mentioned in the June 2009 Exec report which gave authority for the tender to proceed.

Furthermore as Bidder G will be selected for two call off lots, they have offered a further 2% savings on their total costs.

Provider	Framework/Call off	Indicative Annual Contract price from hours procured/£
Bidder G	Framework 1, call off A	260,520
Bidder F	Framework 1, call off B	295,672
Bidder G	Framework 2, call off A	96,587.40
TOTAL without 2% discount	-	£652,779.40
TOTAL with 2% discount deducted from Bidder G	-	£639,723.82

- 4.6 For the 700 hours purchased along with the 2% discounted cost, the indicative costs of all Framework amounts to **£639,723.82** per annum, further savings of £47,468.18 has been achieved.

A breakdown of the all tender prices is shown at Appendix 4 and the Standard deviation analysis at Appendix 5.

5.0 Legal Implications

- 5.1 The estimated value of both the Framework 1 and 2 exceeds the Public Contracts Regulations 2006 (the "EU Regulations") threshold for Services. The provision of Supporting People Services are Part B Services for the purposes of the EU Regulations and as such are subject to partial application only of the EU Regulations; such as the requirement for non-discrimination in the technical specification and notification of the contract award to the EU

Publications Office. The EU Regulations do not therefore determine the procurement process to be followed although the overriding principles of EU law (equality of treatment, fairness and transparency in the award process) continue to apply in relation to the award of the Frameworks.

- 5.2 The estimated value of these Frameworks is above the Council's Standing Orders threshold for High Value Service Contracts (of £500,000), and the award of the frameworks is consequently subject to the Council's own Standing Orders and Financial Regulations in respect of High Value contracts. As a result, Executive approval is required for the appointment of organisations to the Frameworks.
- 5.3 In addition, there is an intention to call off two contracts from Framework 1 and one contract from Framework 2 at the commencement of the Frameworks. All three of the contracts individually have an estimated value above the Council's Standing Orders threshold for High Value Service Contracts, and the award of all three contracts therefore also require Executive approval for award.
- 5.4 The Transfer of Undertaking (Protection of Employment) Regulations 2006 ("TUPE") are likely to apply to the letting of call-off contracts under the Frameworks and further information regarding TUPE and related employment matters are dealt with in Section 7 below.

6.0 Diversity Implications

- 6.1 The new contracts will require organisations providing housing support services to deliver services which are culturally sensitive by providing cultural awareness training for all staff, matching specific language requirements where possible and recruiting a local workforce which reflects the communities of Brent. An Impact Equalities assessment has been carried out which suggests no adverse implications and is presented as Appendix 6.

6.2 In providing a range of training, employment, leisure and social activities the service will be open to all members of the surrounding community. Partnering arrangements with local community groups and specialist organisations will be encouraged as part of the contract terms for the service. The contracts will focus on providing specialist services for young people.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 There will be TUPE implications arising from the award of call-off contracts under the Framework Agreements. The assumption is that TUPE is likely to apply to those staff currently providing services that are included in the tender process. As such, protection shall be afforded under the TUPE regulations to such staff where assigned to the service immediately prior to the contract start date and who do not object to transferring so that they will transfer to the organisation awarded the contract on their existing terms and conditions.
- 7.2 One of the current young people contracts is being delivered by Brent Housing Partnership and it is understood one staff member is liable to transfer pursuant to TUPE. The BHP staff member is a former Council member of staff and is entitled to access the LGPS. As a result, organisations were required to bid on the basis that should this BHP staff member transfer, they would either apply

for admission to the LGPS through an admission agreement with the Council or else provide broadly comparable pension provision. All organisations recommended for appointment to the Frameworks have stated that they will provide a broadly comparable pension scheme for the BHP staff member who is potentially affected.

Background Papers

Executive report 9th October 2006 Title: Supporting People Contracts

Executive report 15th June 2009 Title: Authority to tender for young people and teenage parent supporting people accommodation based service and floating support services

Executive report 15th November 2010 Title: Young People and Teenage Parent Accommodation and Floating Support Services

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Appendix 1-

a) Organisations selected for appointment to the Frameworks 1 and 2

Framework 1

Supplier	Total% Framework1	Ranking
Lookahead Housing and Care	54.84	2
De Paul	54.09	3
Coram	55.7	1

The following organisations submitted non-compliant bids for Framework 1:

Catch 22

St Christopher's Fellowship

NHHT

Framework 2

Supplier	Total % Framework 2	Ranking
Lookahead Housing and Care	60.18	1
BHP/Centrepoint	43.5	4
De Paul	48.92	3
Coram	58.26	2

The following organisations submitted non-compliant bids for Framework 2:

Catch 22

St Christopher's Fellowship

NHHT

b) Organisations selected for appointment to call-off contracts for Lot A and Lot B on Framework 1 and call-off contract on Framework 2 (showing total cost and quality scores)

i) Lot A and Lot B call-offs from Framework 1

Supplier	F1 Quality Total %	STDEV LOT A%	Total LOT A	LOT A rank	STDEV LOT B%	Total LOT B	LOT B rank
Lookahead Housing and Care	30.75	34.43	65.18	3	33.28	64.03	3
De Paul	34.85	32.33	67.18	2	32.33	67.18	1
Coram	34.35	33.86	68.21	1	32.65	67	2

ii) Call-off contract from Framework 2

Supplier	F2 Quality	STDEV %	TUPE Total % F2	Ranked F2
Lookahead Housing and Care	33.85			
BHP/Centrepoint	18.75	24.75	43.5	3
De Paul	31.25	17.67	48.92	2
Coram	32.8	25.46	58.26	1

Appendix 2

Consolidated Quality and Price scores for appointment to Framework 1

F1					SUPPLIER A - Lookahead Housing and Care			SUPPLIER F- De Paul			SUPPLIER G -Coram			
Evaluation Criteria	Weighting	Method	Statement questions	Weighting (sub-questions)	Max	Consolidated Score	Consolidated Score (%)	Total	Consolidated Score	Consolidated Score (%)	Total	Consolidated Score	Consolidated Score (%)	Total
1	Tendered Prices (Score on Appendix 5)	50%	Price =50%	-	-		29.5	54.84		33.5	54.09		33	55.7

Appendix 3

Consolidated Quality and Price scores for appointment to Framework 2

F2				SUPPLIER A-Lookahead Housing and Care			SUPPLIER C-BHP/Centrepont			SUPPLIER F-De Paul			SUPPLIER G-Coram		
Weighting	Method Statement question	Weighting (sub-questions)	Max Score	Consolidated Score	Consolidated Score (%)	Total Cost + quality Score	Consolidated Score	Consolidated Score (%)	Total Cost + quality Score	Consolidated Score	Consolidated Score (%)	Total Cost + quality Score	Consolidated Score	Consolidated Score (%)	Total Cost + quality Score
50%	n/a	-	-		33.85	60.18		18.75	43.5		31.25	48.92		32.8	58.26

Appendix 5

a) Standard Deviation Analysis for Non TUPE Prices for appointment to Frameworks 1 and 2

Framework 1	Supplier Name	Prices (£)	Score (%)	Price weighting (%)	50%	
				STD Deviation (STDEV)	Range	
					Value (£)	
	A Lookahead Housing and Care	9339.3	24.09521648	Mean -3x STDEV	-2145.17	
	F De Paul	11491.3	19.24108735	Mean +2x STDEV	19984.73	8.30%
	G Coram	10555.1	21.35281397	Mean +3x STDEV	20021.53	
	MEAN=	8938.186				
	STD Deviation (STDEVP)	3694.449				0%

Scores
50%

Explanation for calculating the Standard Deviation:

This related to the Framework 1 Non-TUPE calculation above (Table a):

Find out what a 1% differences in Scores means for Value (£):

$$0\% = 20021.53 \text{ (F10)}$$

$$25\% = 8938.18 \text{ (F7)}$$

Therefore 1% would be: $(20021.53-8938.18)/25 = 443.3338517$ (which is rounded to 443.3339)

Now we know what a 1% difference in Scores means for Value (£), we can find out different scores:

$$0\% = 20021.52629$$

$$1\% = 20021.52629 - 443.3339$$

$$2\% = 20021.52629 - (2*443.3339)$$

$$3\% = 20021.52629 - (3*443.3339)$$

(Note: We subtract because if you look at the Scores of 0% and 25%, you see that as the % increases, the value decreases)

There is a pattern here that we can use to find out any Value (£) of any Score number.

To do this, we do exactly the same calculation as above.

$$8.30\% = 20021.52629 - (8.30*443.3339)$$

$$16.66\% = 20021.52629 - (16.66*443.3339)$$

To check this, we can try to find out 25% which we already know:

$$25\% = 20021.52629 - (25*443.3339) = 8\,938.17879$$

So this method is correct.

Framework 2	Supplier Name	Prices (£)	Score (%)	Price weighting (%)	50%	
				STD Deviation (STDEV)	Range	
					Value (£)	
	A Lookahead Housing and Care	1650.6	26.33867277	Mean -3x STDEV	-3933	
C BHP/Centrepoint	2025.45	24.75019069	Mean -1x STDEV	7.866	33.30%	
F De Paul	2633.4	17.67756266	Mean +2x STDEV	5907.366	8.30%	
G Coram	1857.45	25.46211543	Mean +3x STDEV	7866	0%	
MEAN=	1966.5					
STD Deviation (STDEVP)	290.4744					

Scores

50%

b) Standard Deviation Analysis for TUPE Prices for award of call-off contracts for Lot A and Lot B on Framework 1 and call-off contract on Framework 2

TUPE LOT A

Framework 1 TUPE	Tenderer Name	Prices (£)	Score SDEV(%)	Price weighting (%)	50%	
	A Lookahead Housing and Care	4754.4	34.43708296	STD Deviation (STDEV)	Range	
					Value (£)	Scores
not going for F1	C BHP/Centrepoint			Mean -3x STDEV	-2145.17	50%
				Mean -2x STDEV	1552.236	41.66%
				Mean -1x STDEV	5258.507	33.30%
no prices for contract 2, so NON TUPE price used	F De Paul	5686	32.33573226	Mean	8938.18	25%
	G Coram	5010	33.86054234	Mean +1x STDEV	12635.58	16.66%
	MEAN=	8938.186		Mean +2x STDEV	19984.73	8.30%
	STD Deviation (STDEVP)	3694.449		Mean +3x STDEV	20021.53	0%

TUPE LOT B

Framework 1 TUPE	Tenderer Name	Prices (£)	Score SDEV(%)	Price weighting (%)	50%	
	A Lookahead Housing and Care	5263.8	33.28806	STD Deviation (STDEV)	Range	
					Value (£)	Scores
not going for F1	C BHP/Centrepoint			Mean -3x STDEV	-2145.17	50%
				Mean -2x STDEV	1552.236	41.66%
				Mean -1x STDEV	5258.507	33.30%
no prices for contract 2, so NON TUPE price used	F De Paul	5686	32.33573	Mean	8938.18	25%
	G Coram	5545	32.65378	Mean +1x STDEV	12635.58	16.66%
	MEAN=	8938.186		Mean +2x STDEV	19984.73	8.30%
	STD Deviation (STDEVP)	3694.449		Mean +3x STDEV	20021.53	0%

Appendix 6 -

Impact Needs/Requirement Assessment Completion Form

Department: Housing & Community Care	Person Responsible: Zakia Durrani
Service Area: Service Development & Commissioning	Timescale for Equality Impact Assessment :
Date: July 2011	Completion date:
Name of service/policy/procedure/project etc: Brent Housing Support Services- Young People Provider Framework Agreement Tender project	Is the project : New <input type="checkbox"/>
INITIAL ASSESSMENT Predictive <input checked="" type="checkbox"/> Retrospective <input type="checkbox"/>	Adverse impact <input type="checkbox"/> Not found <input checked="" type="checkbox"/> Found <input type="checkbox"/> Service/policy/procedure/project etc, amended to stop or reduce adverse impact Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there likely to be a differential impact on any group? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	4. Grounds of faith or belief: Religion/faith including people who do not have a religion Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6. Grounds of age: Older people, children and young People Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Consultation conducted Yes <input checked="" type="checkbox"/>	
Person responsible for arranging the review: Zakia Durrani	Person responsible for publishing results of Equality Impact Assessment:
Person responsible for monitoring:	Date results due to be published and where:
Signed:	Date:

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

Brent Young People Provider Framework Agreement Tender project for Housing Support Services

2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

Background

The Supporting People is a preventative programme which aims to enable vulnerable people to live independently in the community, through providing housing support services.

In Brent, the local Supporting People programme cost £12.358m in 2010-11. The value of the budget in Brent will have fallen by 19.5% by March 2013. The budget has been un-ring-fenced and incorporated into Formula Grant, can now be used more flexibly to pay for a range of services which help people stay living independently in the community. The budget funds housing support workers, sheltered housing managers, women's refuge workers, etc support people to prevent hospital admissions, evictions, mental ill health, homelessness, anti-social behaviour, a range of non statutory welfare services including handyperson, accident prevention, hospital discharge support etc for vulnerable people. It may also fund some services such as prompting vulnerable people with health and personal hygiene or care. . At present over 3000 people per year benefit from c40 SP funded contracts with internal and external organisations, some people receiving services for a short period, others over a long period.

All the services are funded under contract between organisations and the council.

The Procurement Plan approved by Brent Council Executive in March 2011 sets out a timetable showing when existing SP services will be procured in future to ensure that new services are in place to replace contracts as they expire. One of the aims of the Brent SP Procurement Programme is to reduce SP expenditure in line with budget availability and then to be part of the Framework Tender process which will be undertaken in West London for further price reduction through economies of scale and subjecting services to competition.

Young People (YP) Framework Agreement Project

Current Supported Housing Young People contracts will expire in September 2011

Organisations were selected onto the Framework on the basis of clear criteria which will be set out for all tenderers. The assessment is likely to allocate 60% of marks to Price, and 40% to quality, with a minimum quality threshold applying to all organisations.

This Framework will therefore allow the council to meet its legal obligations to procure YP housing support services effectively when contracts end, and should also allow savings to be achieved to meet reduced budget availability by generating economies of scale and competition in prices. This process has allowed new organisations to enter the market, and these new services procured will address unmet needs and will allow existing and new organisations to secure a future market share.

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

No there is no evidence that some groups will be affected differentially. The YP Framework tendering project is unlikely to have a major impact on any specific client group. Commissioning decisions were

made through reviewing requirements with local stakeholders and service users. The reviews will consider current service use and future demand. Required services will be called off via the Framework to meet local needs. For future call offs, preferred organisations will be invited to submit local proposals (mini tender), where appropriate.

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender and disability etc).

Impact on Provider Organisations

The arrangement for selection of organisations onto the Framework was set out transparently for all organisations by advertising a Prior Information Notice (PIN). The tendering process was open to all organisations, large and small, specialist and generic.

Some of these organisations had expressed concerns that their organisations may not be able to win tenders through the Framework process. However, evidence from earlier Framework Agreement tenders such as the home support Framework tendered in 2010 is that small and specialist organisations can be expected to be selected as preferred organisations for some of the "lots".

The Framework Procurement process includes consideration of market dominance and market share, to ensure that one or two organisations do not dominate the market. Local Authority Financial standing orders require that a provider is not awarded a contract valued at more than 30% of turnover. This could prove a barrier to small organisations entering the market. This is an area which the project group addressed on analysis of the Pre-Qualification Questionnaire (PQQ).

Impact on Service Users

It is the role of Commissioning Officers to ensure that services called off from the new YP framework meet identified needs and that procured services meet the needs of the client groups. These will also specify the services to be called off the Framework for the future. Without the Framework it is unlikely that gaps in existing services could be met within the budgets available without significantly reducing current services.

The current breakdown in SP budget expenditure between different client groups at April 2011 is shown in Appendix B. This information about clients using current SP services is collected as people start receiving a service. Client record information for Brent for the first 3 quarters of 2010-11, the most up to date information available, is attached as Appendix C. Headline information shows that:

700 people accessed a SP funded service over the period April 1st to Dec 31st 2010- (ie about 1000 per year)

Of these, 36% were single homeless people with support needs, 13% were older people, 4% were young people with support needs, 12% had a learning or physical disability as their primary support need. 33% of all these people reported a disability of some time, physical or mental.

Ethnic breakdown of these new clients is shown in the table attached as Appendix C1. This shows that 50% of all clients were black African or African/Caribbean. 15% were Asian and 23% are White British, 7% White Irish. Most services in Brent are providing services to people from all these groups.

The framework allows for specific local needs to be met and to ensure that services are delivered by specialist organisations where required, or ensure that the specification meets a particular language need, for example.

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

The Supporting People strategy 2009-14 identifies where additional or re-configured services are required to meet identified gaps.

Highlights of this included:

- A significant undersupply of floating support for older people and of extra care accommodation based services

- A small undersupply of floating support for disabled people
- An undersupply of services for people with learning disabilities, including people who do not meet Social Services criteria
- A need to remodel services for people with mental health needs to meet the gap in services for people with complex needs and dual diagnoses.
- A gap in supply of services for young male offenders

The full strategy is published on the Brent Council website.

It is the Commissioning Units intention that these gaps are addressed through procurement from preferred organisations selected via the West London Framework Agreement. The Framework should bring economies of scale and competition which drive down prices and allow these gaps to be met. Without the Framework it is unlikely that these gaps in existing services could be met within the budgets available without significantly reducing current services.

In addition, reviews of demand and unmet need for each client group will be undertaken and consulted on prior to specifying the exact services to be “called off” locally from the Framework Agreement.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

The Supporting People budget funds work with a group of service users who are consulted on all aspects of work on SP in the borough. The comments of these users are included in service reviews as they are undertaken, influencing the outcome and recommendation of reviews.

Peer consultants and current organisations will be involved in every review of services prior to the specification and “call off” of contracts. Service users will also be involved in local “call off” selection processes.

The views of service users will directly impact on the service specifications and will contribute to the selection process for preferred organisations.

8. Have you published the results of the consultation, if so where?

The outcomes of consultation were included as Appendix 1 in the Brent Supporting People Strategy 2009-2013, which is published on the Brent Council website.
The Young People Strategic Review also included consultation outcomes is available on request

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No- however there is general concern that the impact of financial cuts on older and disabled people should be subject to an Impact Assessment.
Some small organisations are concerned about their ability to respond to the tender invitation.

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

Neutral impact

11. If the impact cannot be justified, how do you intend to deal with it?

N/A

12. What can be done to improve access to/take up of services?

In 2007 Brent Council SP service funded a single point of access to Floating Support, to improve take up of Floating support services, and to ensure that a wider group of people could access SP funded floating support services. The role of this team (START Plus) was widened to include other SP funded services in 2009. This service is currently undergoing a change to ensure it is working in the best way possible, to ensure it is easy to access for users and stakeholder organisations, and to reduce bureaucracy and duplication. However, its role of making access to SP funded services easier for service users will continue and our intention is to work with the service to improve advertising and improve reach.

13. What is the justification for taking these measures?

A survey of stakeholder organisations in 2010 showed that START plus performance was inconsistent and that communication could be improved. A review of the service showed it to be high cost when benchmarked against other organisations.

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

Contracts:

Monitoring will be based on how well service organisations meet the **outcomes** stated in the service specification. Service users will have the opportunity to specify their own desired outcomes which will be monitored. On-going monitoring information is received by the ASC Commissioning Unit quarterly from organisations; this is reviewed and discussed as appropriate with a particular emphasis on any change in the profile of services users.

Use of the Framework for contract procurement:

Monitoring of the impact of the Framework on organisations will take place prior to awarding contracts at call off. Reports on the impact of the Framework will be presented to the SP Commissioning Body regularly. (Lead integrated Commissioner/Service Development Officer)

15. What are your recommendations based on the conclusions and comments of this assessment?

Client record monitoring and outcome monitoring should continue to be undertaken to ensure that all services deliver high quality services to the community

Should you:

1. Take any immediate action?

Ensure that information for tenderers includes clear instructions on financial requirements, consortia arrangements and call off arrangements for when the Brent Framework expires and to continue with programme of reviews which will identify local specifications for call off from the West London Framework in the future.

2. Develop equality objectives and targets based on the conclusions?

It is unlikely specific targets will be identified, services to be procured in future will be based on outcomes. All successful provider will need to evidence that the required outcomes can be met for all groups.

16. If equality objectives and targets need to be developed, please list them here.

17. What will your resource allocation for action comprise of?

Members of the Commissioning Unit.

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment: Zakia Durrani

Full name (in capitals please):

Zakia Durrani

Date: June 2011

Service Area and position in the council: Service Development Officer

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**

Supporting People New Clients April – Dec 2011

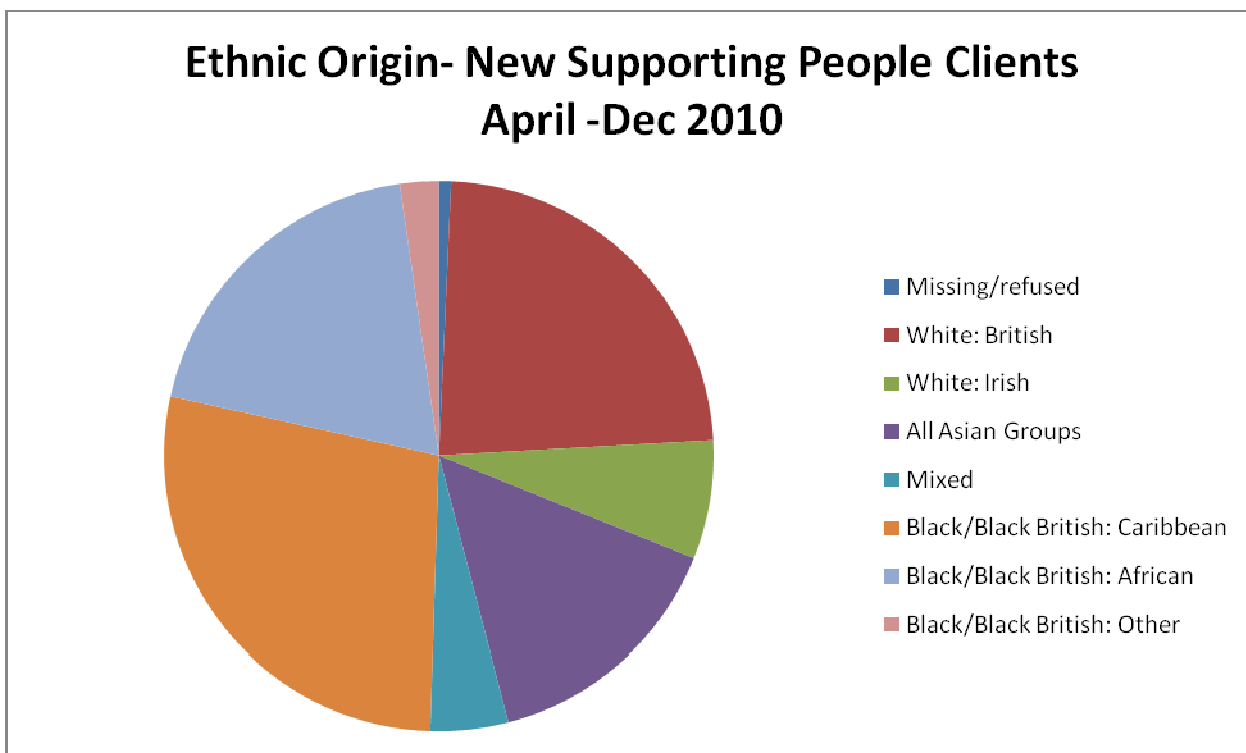
	Total	% all clients
Older people with support needs	87	12%
Older people mental health	2	0%
Frail elderly	4	1%
Mental health problems	45	6%
Learning disabilities	25	4%
Physical or sensory disability	51	7%
Single homeless with support needs	255	36%
Alcohol problems	11	2%
Drug problems	9	1%
Offenders/at risk of offending	44	6%
Young people at risk	21	3%
People with HIV/AIDS	7	1%
Homeless families with support needs	31	4%
Refugees	5	1%
Teenage parents	9	1%
Rough Sleeper	3	0%
Traveller	1	0%
People at risk of domestic violence	66	9%
Generic/Complex needs	25	4%

Total

701

Ethnic Origin new SP clients April – December 2010

Ethnic Origin	Number	Frequency %
Missing/refused	5	1%
White: British	164	23%
White: Irish	49	7%
All Asian Groups	104	15%
Mixed	32	5%
Black/Black British: Caribbean	196	28%
Black/Black British: African	135	19%
Black/Black British: Other	16	2%
	701	100%



Age Breakdown New Clients April –December 2010

Age of Client	Frequency	Frequency %
16-17	20	3%
18-24	151	22%
25-31	99	14%
32-38	84	12%
39-45	102	15%
46-52	70	10%
53-59	45	6%
60-64	28	4%
65-69	21	3%
70-74	35	5%
75-79	19	3%
80+	26	4%
Total:	701	

Specialist BME provider organisations at April 2011

Asra (Older Asian `People)
I Serve (Somali Refugees and Families)
Innisfree (Irish older people, single homeless people/mental health)
Irish Centre Housing (irish older people)
Jewish Community Housing (jewish older people)
Apna Ghar (disabled asian people)
AMD (muslim disabled people)

Specialist Disability Groups

Brent Mencap (learning disability)
Brent Mind (people with mental health needs)
RNID (deaf people)
Middx Association for the blind (MAB) - People with sensory impairment