

	Officer Key Decision
	Report to the Director of Integrated Care Partnership
	Lead Cabinet Member for Community Health and Wellbeing
AUTHORITY TO AWARD CONTRACT FOR HEALTH EDUCATORS	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	3 Appendix 1 – Evaluation Grid Appendix 2 – Equality Impact Assessment Appendix 3 – Social Value Commitments
Background Papers:	N/A
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Nipa Shah Programme Director, Brent Health Matters Nipa.Shah@brent.gov.uk

1.0 Executive Summary

1.1 This report concerns the provision of Health Educators as part of delivering the Brent Health Matters service which is provided by all stakeholders across the London Borough of Brent Integrated Care Partnership. This report requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Director Integrated Care Partnership, in consultation with the Cabinet Member for Community Health and Wellbeing :

2.1 Approves the award of a contract for Health Educators to Brent Carers Centre with an initial contract term of 2 years with an option to extend for a further 1+1 years for the sum of £999,974.66, excluding VAT.

3.0 Detail

Contribution to Borough Plan Priorities & Strategic Context

- 3.1 Strategic priority 5 within the Brent Borough plan 2023-27: Moving Brent Forward Together is about building a healthier Brent. One of the desired outcomes of this is to ensure our Health and Social care services meet local needs and reduce health inequalities. Health Educators have shown to be a key part of delivering the service Brent Health Matters which aims to tackle these health inequalities. Health Educators equip residents to better prevent and manage long term health conditions and to access the range of services, support, education and advice available. The proposal also aligns with several of the council's priorities including the Health and Wellbeing Strategy, Black Community Action Plan, Digital, and Equalities strategy.

Background

- 3.2 The Council requires the provision of Health Educators. Council officers have undertaken a procurement exercise and identified a contractor providing the most economically advantageous offer in accordance with relevant evaluation criteria and therefore recommend award of a contract for Health Educators (the "Contract").

The Procurement Process

- 3.3 A variation of the open procedure was used for this requirement under the Light Touch Regime. The Contract for Health Educators will be let using the Contract Terms issued with the Invitation to Tender for an initial period of 2 years with the option to extend for a further two, one year periods (2 +1+1).
- 3.4 Advertisements were placed on the London Tenders Portal on 29/01/24 to seek initial expressions of interest, which elicited one initial enquiry.
- 3.5 The Bidder was provided with a specification, details of the tender approach and invited to complete the published tender documents comprising of a selection questionnaire, quality questions, pricing schedule and a social value action plan using the Council's Electronic Tendering Facility
- 3.6 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:

No.	Criteria	Weighting
1.	Quality	50%
2	Price	40%
3.	Social value	10%

	Total	100%
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Evaluation process

- 3.7 The tender evaluation was carried out by a panel of officers from Public Health and Adult Social Care.
- 3.8 Tenders had to be submitted electronically no later than 29/02/24 @ 17:00 hrs. The tender received was opened on 01/03/24. Each member of the evaluation panel read the tender and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.
- 3.9 The moderation panel met on 21/03/2024 and the submission was marked by the whole panel against the award criteria.
- 3.10 The scores received by the tenderer are included in Appendix 1. It will be noted that whilst there was only one tenderer, that tenderer scored well in relation to all criteria. Officers also considered that the price bid was appropriate. Officers therefore recommend the award of the Contract to Brent Carers Centre.
- 3.11 The Contract will commence on 01/06/24 subject to the Council's observation of the requirements of the mandatory standstill period noted in paragraph 6.4 below.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 Feedback from residents and staff shaped the procurement.

5.0 Financial Considerations

- 5.1 Part 3 of the Council's Constitution states that the Director of Integrated Care Partnership has delegated authority to approve the award of contracts for services valued at less than £2 million. The estimated value of the Contract is £999,974.66 for the contract term.
- 5.2 The recommended award of the contract for Health Educators to Brent Carers Centre is for an initial term of 2 years with an option to extend for a further 1 + 1 years.
- 5.3 The full cost of the initial contract term at today's prices is £499,987.33, with a further £249,993.67 for each subsequent year thereafter.
- 5.4 The full cost of the contract at today's prices, including the extension option, is estimated to be £999,974.66.

5.5 The expenditure relates to Brent Health Matters which sits within Adult Social Care, however the contract will be fully funded from the Public Health Reserve Fund which sits within the Public Health Budget.

6.0 Legal Considerations

6.1 The estimated value of the Contract over its lifetime is in excess of the Public Contracts Regulations 2015 (the “PCR 2015”) threshold for Schedule 3 Services and the award of the Contract is therefore governed by the Light Touch Regime under the PCR 2015. Section 3 of the report outlines how the Contract was procured in accordance with the PCR 2015.

6.2 The award of the Contract is subject to the Council’s own Standing Orders in respect of Medium Value Contracts. The Director of Integrated Care Partnership has delegated power to award Medium Value Contracts in accordance with paragraph 9.5 and paragraph 9.7 of Part 3 of the Constitution.

6.3 As there was only one bidder for this procurement, the Council will not observe the mandatory 10 day standstill period however the call-in period will be observed. Subject to there being no call-in, the successful tenderer will be issued with a letter of acceptance and the Contract can commence.

6.4 The council’s duties (as applicable to this procurement) in connection with the Public Services (Social Value) Act 2012 are contained in Section 11.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

7.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,

7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising

disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

7.5 The proposals in this report have been subject to an Equalities Analysis as detailed at Appendix 2 and officers believe that there are no adverse equality implications.

7.6 This proposal will contribute to the Brent Health Matters programme's work in tackling health inequalities as the service will focus on improving health and wellbeing outcomes of target populations who are adversely impacted by health inequities issues.

8.0 Climate Change and Environmental Considerations

8.1 The service will support people to live a more active and healthier lifestyle, which will encourage active travel and use of public transport.

9.0 Human Resources/Property Considerations (if appropriate)

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

10.0 Communication Considerations

10.1 The information will be shared with residents, community organisations and all other stakeholders within Brent ICP.

11.0 Public Services (Social Value) Act 2012

11.1 The Council is under a duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. Officers have had regard to considerations contained in the Social Value Act in relation to the procurement.

11.2 Social value had a weighting of 10% of the evaluation score and in evaluating tenders, the Council requested proposals address the following initiatives:

- Employment support and skills provision, including significantly increasing the take-up of apprenticeships.
- Engaging residents to support key initiatives in their local community.

- Get children and young people to be more active and reduce their sugar intake, in partnership with schools, the NHS, and the community.

11.3 This contract will deliver the social value benefits set out in Appendix 3.

Report sign off:

TOM SHAKESPEARE

Director of Integrated Care Partnership