

PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT - PART I

PEO23088 Specialist Problem Substance Use Treatment Service (SPSUTS) for Young People under 18 years old and PEO23089 Support for Young Carers



I. INTRODUCTION

This contract award report is in relation to the procurement of Specialist Problem Substance Use Treatment and Young Carers Support Services. The scope of the requirement includes the following two contracts:

- PEO23088 Specialist Problem Substance Use Treatment Service (SPSUTS) for Young People under 18 years old
- PEO23089 Support for Young Carers

Contract Duration: 5 years with two options to extend for 3 years (5+3+3).

2. BACKGROUND

The procurement included commissioning two services as described above:

Specialist Problem Substance Use Treatment Service (SPSUTS) for Young People under 18 years old to provide a range of evidence-based interventions supporting children and young people to stop their problem substance use or to reduce harm related to their problem substance use. This will in turn have an impact on reducing substance related harm in the context of families, friends and the wider community including possible associated crime.

The Service will aim to reduce the harm caused by illegal drugs (and other substances) to individuals their families and the wider community. This will be demonstrated through achieving positive outcomes with respect to drug and alcohol use and improvement in wellbeing of the young person over the period of engagement with the specialist service.

For young people who are Getting More Help and / or Getting Risk Support (help that follows a comprehensive assessment) outcomes are set out in the National Drug Treatment Monitoring Service's Young People's Treatment Outcome Record. This will cover:

- Stopping drug / alcohol use OR reduction in amount used AND / OR reduction in frequency of use.
- Improvement in physical and psychological health
- Improvement in social functioning
- Reduction in any offending and criminal involvement

Support for Young Carers, the service aims to achieve improved health and wellbeing, educational outcomes and access pathways to support for our young carers whilst protecting them from inappropriate or excessive care and support to minimise the negative physical and emotional impact of caring. Many young carers experience complexity in their lives through overcrowded housing, social isolation, loneliness and Adverse Childhood Experiences (ACEs) particularly problematic substance use by parents, poor parental mental health and parental separation recognizing that each young carer has their own gifts, attributes and strengths.

For practitioners, the service will support them to identify and effectively support young carers in their work e.g. schools, hospital, GPs etc.

3. PROCUREMENT PROCESS

The ITT was issued as part of the procurement process which the Council was undertaking under the Open tendering procedure; in accordance with the Public Contracts Regulations 2015.

The Invitation to Tender (ITT) was advertised on the Find a Tender Service (FTS) via the Supplying the South West Proactis procurement portal on 6th November 2023. As an Open Procedure, the number of suppliers invited to participate in the procurement opportunity was not limited and any interested organisation could express an interest to access the procurement documents and submit a bid.

The Council split its requirement into lots:

1. **Lot One** – Specialist Problem Substance Use Treatment Service (SPSUTS) for Young People under 18 years old
2. **Lot Two** – Support for Young Carers

The indicative timetable published for the Tender was as follows:

Activity	Date/Target Date
FTS Contract Notice Published	06 11 2023
Contracts Finder Notice Published	06 11 2023
Dispatch of ITT	06 11 2023
Deadline for Tenderer ITT Clarifications	24 11 2023
Deadline for Council Responses to Clarifications	30 11 2023
Return of ITT	Midday 07 12 2023
Notification of successful Tenderer	31 01 2024
Regulation 87 standstill period (10 calendar days)	01 02 2024 – 12 02 2024
Contract Award	27 02 2024
Estimated Service Commencement	01 06 2024

4. TENDER EVALUATION CRITERIA

The selection criteria used to appoint suppliers to the framework agreement was as follows:

4.1 Supplier Selection Criteria (Suitability Assessment Stage)

The Council proposes to use the following criteria to evaluate SA submissions for both Lot 1 and 2:

Section	Title	Type of Question	Weighting (%)
1	Supplier information	Information only	Not evaluated and scored
2	Grounds for Mandatory Exclusion	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission

			will not be evaluated and they will be eliminated from the process.
3	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
4	Grounds for Discretionary Exclusion	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
5	Economic and Financial Standing	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
6	Parent Company Details	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
7	Technical & Professional Ability	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
8	Insurances	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
9	Modern Slavery Act	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
10 OPTIONAL QUESTIONS			
10.1	Health & Safety	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
10.2	Equality and Diversity	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
10.3	Quality Management	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
10.4	Business Capability	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission

			will not be evaluated and they will be eliminated from the process.
10.5	Safeguarding	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
10.6	Data Protection	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.

In the event of the Supplier being awarded a 'fail' on any of the above criteria, the remainder of their SA will not be evaluated and they will be eliminated from the process.

4.2 Supplier Award Criteria (ITT Stage)

4.2.1 Disqualification Criteria

If any of the following apply then the **tender** should be disqualified:

- Delivery of all elements of the specification not included
- Schedule 5 and 6 certificates/declarations not completed and/ signed
- Price above Affordability Criteria
- Price breakdown (costs) unrealistic and service not sustainable
- Unacceptable amendments to Terms and Conditions

4.2.2 Affordability Criteria

Both Lot 1 and Lot 2 contracts will be tendered for up to 11 years (5+3+3). The total maximum contract value for Lot 1 is £2,899,704 and Lot 2 is £1,374,291. The total value may change over the course of the contract due to securing additional grant funding.

However, award of any additional value not included in the original procurement will need to be authorised separately and can only be added to the contract later if it falls within scope of Reg 72 of PCR 2015 for modification of contracts.

The estimated maximum contract value for the initial 5 year contract period for Lot 1 is £1,340,972 and Lot 2 is £624,678. Tenders exceeding this estimated value will be disqualified from the tender.

4.2.2.1 Total Price

The total price of the tender will be evaluated using the following comparative scoring system:

The lowest total price quoted from all Tenderers will receive the maximum possible score. Other Tenderers' total prices will be scored in accordance with the following equation:

$$\left(\frac{\text{Lowest Tenderer's Total Price}}{\text{Tenderer's Tender Total Price}} \right) \times \text{Weighting (20\%)} = \text{Weighted Score}$$

4.2.3 Tender evaluation

Tenders will be evaluated using the following scoring framework:

LOT 1

Weighting %	Evaluation Criteria
COMMERCIAL RESPONSE	
20%	Price Total cost for initial 5 year contract period
TECHNICAL RESPONSE – METHOD STATEMENTS	
30%	MS 1 Service Delivery Model Please describe your service delivery model including your vision and ambition for an effective specialist problem substance use service. Note that the CAMHS Specialist Problem Substance Use Worker ¹ role should be included within the response.
25%	MS 2 Systems Leadership Please describe how the Service will provide a system leadership role with regard to responding to changing patterns of substance use behaviour / risk and how partnership working is key to providing an effective service in Plymouth
20%	MS 3 Coproduction Please tell us why methods of evaluation and feedback are key in providing an effective service in Plymouth and how you would go about embedding this
TECHNICAL RESPONSE – SOCIAL VALUE	
5%	Social Value Schedule 4 SV1 and SV2 The key requirements are described within the SV return document which are specific to each SV measure.
TECHNICAL RESPONSE – ADDED VALUE	
Info only	Added Value Please described how you intend to deliver added value relating to supporting the identification and securing additional grant funding to enhance the delivery of this contract.

¹ Investment for the CAMHS Specialist Problem Substance Use Worker is outside of the financial envelope for this Contract. The role will be employed by the Provider of CAMHS services in Plymouth. The role will be deployed into the Specialist Problem Substance Use Treatment Service – effectively being one of the Team. The role will hold a caseload of between 10 and 15 and performance data will be reported through this contract.

LOT 2

Weighting %	Evaluation Criteria
COMMERCIAL RESPONSE	
20%	Price Total cost for initial 5 year contract period
TECHNICAL RESPONSE – METHOD STATEMENTS	
30%	Question: MS 1 Service Delivery Model Please describe your service delivery model including your vision and ambition for an effective young carers support service.
20%	MS 2 Systems Leadership Please describe how the Service will provide a system leadership role with regard to responding to change and how partnership working is key to providing an effective service in Plymouth
15%	MS 3 Coproduction Please tell us why methods of evaluation and feedback are key in providing an effective service in Plymouth and how you would go about embedding this
10%	MS 4 Transition Support for Young Carers All young carers have different caring experiences, their support needs can change throughout their childhood. How will your service recognise this? How will the service delivery adapt and provide additional support during key milestones in their lives?
TECHNICAL RESPONSE – SOCIAL VALUE	
5%	Social Value Schedule 4 SV1 and SV2 The key requirements are described within the SV return document which are specific to each SV measure.
TECHNICAL RESPONSE – ADDED VALUE	
Info only	Added Value Please described how you intend to deliver added value relating to supporting the identification and securing additional grant funding to enhance the delivery of this contract.

Your Method Statement responses will be evaluated using the scoring system as follows:

Scoring Table 1

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particularly relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.

Poor	1	Response is partially relevant and/or poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Tenderers must achieve a moderated score of 2 or more for Method Statement MSI Service Delivery Model for each Lot. Any moderated MSI scoring less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.

4.3 Evaluation of self-certified sections on Contract Award

Self-certified sections (including insurances and polices/procedures) will be evaluated for the successful bidder only at contract award.

These documents will be evaluated against current legislative requirements and the minimum criteria detailed in Annex A of the SA Scoring will be as follows:

Definition	Criteria	Consequence
Award	Documents fully comply with criteria detailed in SA Annex A.	Contract awarded to successful tenderer
Award subject to	Documents mostly fully comply with criteria detailed in SA Annex A and only minor amendments are required to bring them to full compliance.	Contract awarded to successful tenderer subject to them updating documents to a satisfactory standard before contract commencement
Fail	Documents do not or only partially comply with criteria detailed in SA Annex A and major amendments are required to bring them to full compliance.	Successful bidder will be disqualified from the process. Consideration will be given to approaching the next placed bidder.

5. SUMMARY OF EVALUATION

Following advertisement of the Procurement opportunity as set out in Section 3 above, five submissions were received by the deadline of 12:00 on 07/12/2023 across both Lots, of which one was incomplete and were therefore disqualified from the procurement process. The remaining four submissions constituted complete Tenders.

Part 1: Suitability Assessment (SA)

The four complete Tenders were assessed using the Suitability Assessment evaluation criteria and methodology set out in Section 4 above. All four remaining Tenders passed the Suitability Assessment.

Part 2: Contract Award

The four Tenders which passed the Suitability Assessment were then assessed using the Contract Award evaluation criteria and methodology set out in Section 4 above.

The highest scoring Tender for each Lot will be awarded the contract as set out in the Recommendations below.

Details of the tendering organisations and their scores are provided in “SPSUTS & YCs Contract Award Report Part 2”.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for both contracts within the budget. Details of the contractual pricing for both Lots are provided in “SPSUTS & YCs Contract Award Report Part 2”.

The duration of contracts awarded to join the framework agreement will be 5 years, and the Council will then have an option to offer an extension for a further 2 extensions of 3 years each.

The Council has undertaken this procurement to ensure that the services commissioned are of good quality and offer value for money in the use of public funds.

7. RECOMMENDATIONS

It is recommended that the following contracts will be awarded to Suppliers listed below for each Lot on Service Agreement Terms & Conditions:


- Lot 1 - PEO23088 Specialist Problem Substance Use Treatment Service (SPSUTS) for Young People under 18 years old Contract to be awarded to The Children’s Society.
- Lot 2 - PEO23089 Support for Young Carers Contract to be awarded to The Children’s Society.

This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire. These awards are also subject to completion of a Regulation 87 standstill period (10 calendar days).

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Karlina Hall		
Job Title:	Commissioning Officer		
Additional Comments (Optional):			
Signature:	<i>KD Hall</i>	Date:	18/01/2024
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Gary Walbridge		
Job Title:	Interim Strategic Director for People		

Additional Comments (Optional):			
Signature:		Date:	30 January 2024