

PLYMOUTH CITY COUNCIL

Subject: Contract Award – Advice and Information Service
Committee: Cabinet
Date: 12 July 2012
Cabinet Member: Councillor McDonald
CMT Member: Carole Burgoyne, Director for People
Author: Katy Shorten, Commissioning Officer
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Ref: A&I
Key Decision: Yes
Part: Part I

Purpose of the report:

This report summarises the recent tender process for a remodelled Advice and Information Service and recommends award of the contract to a single provider.

Advice and information is a key part of Plymouth City Council and NHS Plymouth's universal service offer. Our vision is to ensure that everybody in Plymouth can access consistent and high quality advice and information when they need it. In addition it is recognised that targeted enhanced service provision based on need in priority neighbourhoods and communities is also required.

Plymouth City Council's current advice and information contracts are due to end on 30 September 2012. The level of projected expenditure on the future remodeled service to replace this provision required a full competitive tender in accordance with the Council's Contract Standing Orders. This competitive procurement was run as a one stage process.

The new service will meet the health, social care, wellbeing and financial inclusion advice and information needs of the people of Plymouth. As well as being universally accessible it is recognised that the service will be required to target work where the need is greatest.

The contract award report is submitted to Cabinet as a separate confidential report.

Corporate Plan 2012 – 2015:

Reduce Inequality – by targeting advice and information where it is most needed on issues such as financial inclusion, health & wellbeing, social care, employment.

Provide Value for Communities – by selecting the most economically advantageous tender, by supporting the use of volunteers, by engaging local communities, and by remodelling provision to be consistent and high quality

Deliver Growth – by providing advice and information on financial inclusion and employment / job seeking

Raise Aspiration – by ensuring people in Plymouth are well informed about opportunities / services

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

The annual contract value of the new service will realise annual savings of approximately £82,833 per year for the length of the contract.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

Child Poverty: a focus of the service will be to provide advice and information on financial inclusion which will impact positively on child poverty.

An Equality Impact Assessment has been completed. No adverse impact was identified as a result of this however contract monitoring arrangements will continue to assess any impacts post contract award.

Recommendations & Reasons for recommended action:

To award a three year contract, containing an option to extend the contract for a further three years, to the 'most economically advantageous tenderer' as identified in the Contract Award Report.

Alternative options considered and reasons for recommended action:

The option of not awarding any contract was considered but disregarded due to the importance of ensuring advice and information services are available to the people of Plymouth.

Background papers:

http://www.plymouth.gov.uk/eia_adviceinformationasc.pdf

Sign off:

Fin	People FAC121 3 001- TOCS	Leg	1490 8/ ALT	HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	JK- 281
Originating SMT Member: Pam Marsden											
Have you consulted the Cabinet Member(s) named on the report? Yes											