

Report for Resolution

Report to	Cabinet 15 February 2012	Item
Report of	Director - Regeneration and Development	17
Subject	Award of contract for Norwich rough sleeper outreach service	

Purpose

To seek approval for the award of the contract for the Norwich rough sleeper outreach service.

Recommendations

To award the contract for the Norwich rough sleeper outreach service to St Martins Housing Trust (SMHT) for a three year period commencing April 2012 at a cost of £292,125.

Financial Consequences

There are no additional financial consequences of this report, the costs are provided for within the existing budget.

Risk Assessment

- The award of this contract has been made with reference to the Council's Commissioning framework policy and conducted in line with European and UK law: Public Contract Regulations (2006).
- Procuring this service will to enable the Council to maximise its resources in helping prevent and provide homelessness services in the City.

Strategic Priority and Outcome/Service Priorities

The report helps to meet the strategic priority "Aiming for excellence – ensuring the Council is efficient in its use of resources, is effective in delivering its plans, is a good employer and communicates effectively with its customers, staff and partners"

Cabinet Member: Cllr Victoria MacDonald

Ward: All wards.

Contact Officers

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Background Documents

None.

Report

Background

1. Under the current system of central government funding, each year the Department for Communities and Local Government allocates a specific sum of money to local authorities to assist in delivering their statutory and discretionary homelessness functions. This grant is used as the authority sees fit in order to deliver services to people who are homeless, or at risk of homelessness. In addition, Section 180 of the Housing Act 1996 gives local authorities the power to give monetary assistance via grant or loan to voluntary organisations concerned with homelessness or matters relating to homelessness.
2. Currently the council gives grant funding to St Martins Housing Trust (SMHT) to provide a first contact, prevention and assessment service for single homeless adults, identifying their accommodation and support needs and, wherever possible, finding them a suitable placement in hostel accommodation.
3. The current provider during 2010/11 saw 521 people use the service of which 116 were seen rough sleeping on the streets of Norwich.
4. The current award of £97,375 to SMHT was made on the basis of a 12 month agreement that will end on 31 March 2012.
5. In accordance with the new commissioning framework a tender was issued to commission the service for a period of 3 years from 1 April 2012.

Tender process

6. Under European Union procurement rules this tender is deemed a Part B service thereby removing the need for advertising on the Official Journal of the European Union (OJEU). However, European Union procurement rules still apply in terms of service specification and how the contract is awarded.
7. A contract notice was placed in November 2011 on the national portal Contracts Finder (Business link) and a number of national suppliers were invited to apply for the contract.
8. An "open" tender process was used in advertising to potential suppliers. In an open process the advert invites the supplier to apply for a tender pack that requires the interested parties to complete a tender application within the advertised deadlines.
9. The specification for the service was devised by the Council's housing strategy team using the current service level agreement and with regard to the Council's Commissioning framework. The 3 year contract is valued at £292,125.
10. Tender packs were requested by 11 suppliers but only one tender was returned. Evaluation of the tender took was undertaken by officers with experience in this service area, supported by a contract officer from NHS

Norfolk's community health and social care integrated commissioning team and a nurse practitioner from NHS City Reach.

11. The evaluation was in two stages and used the following criteria:

- Stage one- Evaluation of business questionnaires
Business questionnaires were evaluated to ensure that suppliers met the minimum specification of the required service, the authority's procurement strategy and its general terms and conditions relating to procurement.
- Stage two- Evaluation of method/evidence statements
This part of the evaluation covered quality, delivery, customer service and value for money.

12. St Martins Housing Trust tender scored 92.5 out of 100 marks for their tender submission as follows:

Evaluation of method/evidence statements:

- Quality: 32.5 (out of 40)
- Delivery: 20 (out of 20)
- Customer service: 20 (out of 20)

Tender price evaluation mark:

- Tender price (£287,950): 20 (out of 20)

Total marks – 92.5 out of 100.

13. Based on the evaluation the decision of the panel was to recommend that St Martins Housing Trust be awarded the contract for the Norwich Rough sleeper outreach service.