

Finance and Resource Committee

10.00am, Tuesday, 20 June 2023

Award of Contracts for Holiday Support for Disabled Children and Young People

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee:
- 1.2 Notes the five contracts awarded as an urgent decision in accordance with section 4.1 of the Council's Committee Terms of Reference and Delegated Functions by the Executive Director of Children, Education and Justice Services, in consultation with the Convenor of Finance and Resources:

Contracts for the delivery of Holiday Support for Disabled Children and Young People to the following organisations:

- Barnardo's, to the value of £189,120,
- Lothian Autistic Society (operating as Branch Out Together), to the value of £1,613,141,
- The Action Group, to the value of £991,305,
- Capability Scotland, to the value of £734,196, and
- The Yard (Scotland Yard Adventure Centre), to the value of £2,174,044.

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Report

Award of Contracts for Holiday Support for Disabled Children and Young People

2. Executive Summary

- 2.1 The Finance and Resource committee is asked to note the award of five contracts to provide Holiday Support for Disabled Children and Young People. The total contract value (for the full contract period including extensions) is £5,701,806.
- 2.2 The contract period will be for 3 years with a provision for an extension of a maximum of 3 years at the discretion of the Council.

3. Background

- 3.1 The City of Edinburgh Council have funded 'School Holiday Hubs' for children and young people with a disability for nearly 20 years working in collaboration with Community and Voluntary organisations.
- 3.2 The different hubs offer disabled children and young people the opportunity to take part in a range of fun activities within a structured environment tailored to their need. By investing in a collaborative contract, we are able to offer choice to children and their families.
- 3.3 The cohort of children and young people who are supported via the Holiday Hubs are unable to access mainstream school holiday schemes as they require additional support to enable them to engage with activities.
- 3.4 The Holiday Hub provision had previously been delivered through a mixture of contractual arrangements, some through block contracts and others through spot purchase arrangements. Engagement with providers showed this method of contracting was having a negative impact on providers ability to recruit and training specialised staff.
- 3.5 In March 2022, Education, Children and Families Committee agreed to progress with establishing a sustainable and robust model going forward, building upon increased partnership working between the Council and those supporting children with a disability.

- 3.6 A Procurement Request Form (PRF) was submitted to Commercial and Procurement Services (CPS) in Spring 2022 to undertake a procurement for a collaborative of long-term contracts for Holiday Hubs, to offer providers security to plan, train and retain specialist staff. It was a requirement that the resulting contracts be in place ahead of the Summer Holiday in 2023.

4. Main report

- 4.1 Commercial and Procurement Services (CPS) published a Prior Information Notice (PIN) in Public Contracts Scotland (PCS) on 29 September 2022 to determine interest from potential providers and inform the supply market of the tender opportunity. The PIN indicated that 11 organisations expressed interest to deliver this contract.
- 4.2 The Council asked for feedback and providers' opinions on the proposed draft specification and invited them to attend an online supplier event on 19 October 2022. 13 representatives from 10 separate organisations attended an online supplier event, which included a Q&A and discussion forum.
- 4.3 Following this stakeholder engagement, the Contract Notice published on 8 December 2022, with tenders returned on 23 January 2023.
- 4.4 The competition was under Social and Specific Services "Light Touch Regime" Procedure involving negotiations, on PCS as set out in the Public Contracts (Scotland) Regulations 2015.
- 4.5 Tender responses were received on from 5 providers/collaborations, with 7 bids submitted in total: 3 for Lot 1 (Low Support Needs), 3 for Lot 2 (Medium Support Needs) and 1 for Lot 3 (High Support Needs).
- 4.6 Due to the complex nature of the care the Holiday Hub providers deliver, the evaluation for the tender was weighted 80:20 Quality:Price, to ensure the best standard of care provider was prioritised.
- 4.7 The recommendation for award of contracts is based upon the complete evaluation and total score for the tenders and is detailed below in Appendix 1.
- 4.8 Due to staff absence from being called to Jury Duty, evaluations were not completed in time to make the deadline for the April 2023 Finance & Resource Committee.
- 4.9 Following the evaluations, the recommendation is to offer full contracts to the highest scoring bidders, as per the published Instructions to Tender.
- 4.10 There would not be adequate time following the next Finance and Resource Committee on 20 June 2023 for the contracts to be signed and providers to recruit and train staff for the summer term Holiday Hub starting the first week of July 2023.
- 4.11 The disadvantage to young people in delaying the service would have been disproportionate to the benefit of awarding following the June 2023 Finance &

Resources committee. Therefore, emergency approval to award was sought and granted on 11th May 2023.

5. Next Steps

- 5.1 Due to the urgency of the requirement, urgent approval was sought for these contract awards to reduce the risk of reputational damage to the Council and ensure children and young people have access to summer activities.
- 5.2 The contracts begin in June 2023 for an initial period of three years with three optional extensions of one year. The contracts are due for review every 6 months, with the Council able to amend according to funding outcomes.

Contract	Lead Organisation	Total Value
Lot 1	Barnardo's	£189,120
Lot 2	Lothian Autistic Society (Branch Out Together)	£1,304,495
Lot 1 & Lot 2	The Action Group	£991,305
Lot 2	Capability Scotland	£734,196
Lot 3	The Yard (Scotland Yard Adventure Centre)	£2,174,044

- 5.3 Due to funding constraints, the following contract was awarded for one year with five optional extensions of one year, at the discretion of the Council and subject to funding considerations.

Contract	Lead Organisation	Total Value
Lot 1	Lothian Autistic Society (Branch Out Together)	£308,645

- 5.4 Contract Management and Implementation will be managed by Children, Education and Justice Services.

6. Financial impact

- 6.1 The Holiday Hubs project has an annual budget of £1,000,000, of which, £115,000 per annum is allocated to staffing with the remaining £885,000 per annum allocated to the procurement of the services.
- 6.2 The above budget includes the anticipated £100,000 of revenue derived from parental contributions to the Hubs, which equates to £10,000 over the 10 weeks the Hubs run.

- 6.3 Were the Council to award contracts to all suppliers who met the quality standard, for the first three years of the contract there would be an overspend of £16,803 in year two and £53,067 in year three.
- 6.4 Accordingly, the lowest ranked bid (Lothian Autistic Society, Lot 1) was offered a one-year contract, with the option to extend for five more should an increased budget become available.
- 6.5 Should the Council wish to extend the contract beyond year 3, additional resources will need to be considered as part of the annual budget setting process.
- 6.6 The prices quoted by the successful providers will be fixed. The Council has reserved the right to negotiate with the providers on the anniversary of the contract subject to benchmarking and current market conditions.
- 6.7 Financial assessments have been carried out, and all providers have demonstrated acceptable financial status and there is limited risk to the council.

7. Stakeholder/Community Impact

- 7.1 Potential suppliers were involved with developing the specification through a supplier open day and ongoing collaboration and communication.
- 7.2 Throughout Summer of 2022, parents and families were involved in focus groups and feedback opportunities, the results of which were fed into the specification and procurement plan to ensure improved outcomes for children and young people.
- 7.3 By way of Community Benefits, the recommended suppliers have committed to delivering a range of local schemes, as well as incorporating the Epic Days programme into their year-round delivery.
- 7.4 All providers have committed to pay the Real Living Wage to all staff involved in the delivery of this contract.
- 7.5 All providers have submitted sustainability plans for how they plan to minimise their impact on the environment while delivering this contract.

8. Background reading/external references

- 8.1 n/a

9. Appendices

- 9.1 Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	Holiday Support for Disabled Children and Young People	
Contract period (including any extensions)	3 years +1 + 1 + 1.	
Estimated Contract Value (including extensions)	£5,682,214 (total of all bids across all lots)	
Procurement Route Chosen	Competitive Dialogue with Negotiation	
Tenders Returned	7 (from 5 providers)	
Name of Recommended Supplier(s)	Lothian Autistic Society (operating as 'Branch Out Together') The Action Group Barnardo's Capability Scotland The Yard (Scotland Yard Adventure Centre).	
Price / Quality Split	80 Quality	20 Price
	1. DELIVERY OF THE CONTRACT	40.00
	2. STAFFING AND TRAINING	30.00
	3. MEETING TARGETS / MANAGEMENT INFORMATION	10.00
	4. BUSINESS CONTINUITY	5.00
	5. THE ENVIRONMENT	5.00
	6. COMMUNITY BENEFITS	5.00
	7. FAIR WORK PRACTICES	5.00
Evaluation Team	Officers from Children, Education and Justice Services.	

Tender Evaluation Outcomes.

Bidder	Quality (out of 80)	Price (out of 20)	Total
Lot 1			
The Action Group	77	20	97
Barnardo's	70	12.9	82.9
Lothian Autistic Society	58	13.35	71.35
Lot 2			
The Action Group	77	15.26	92.26
Lothian Autistic Society	64	20	84
Capability Scotland	60	16.13	76.13
Lot 3			
The Yard	71	20	91

Notes.

1 - all bidders met the minimum quality threshold of 50%.