

To: EXECUTIVE DIRECTOR: CHILDREN, YOUNG PEOPLE & LEARNING
28 JUNE 2022

CONTRACT AWARD REPORT: SHORT BREAKS

1 Purpose of Report

- 1.1 This report seeks approval to award a contract for the provision of Short Breaks Play and Leisure Scheme for Children and Young people aged 4 -18 to be procured. The provision of the Short Breaks Play and Leisure Scheme Contract supports the delivery of our Statutory Duties.

2 Recommendation

- 2.1 That a contract for the Service, commencing on 1st September 2022 is awarded to Tenderer A, for an initial period of two years, with the option of three further years extensions to a maximum of five years (2+2+1 years) subject to satisfactory performance.

3 Reasons for Recommendation

- 3.1 To complete the procurement process for a provider of Short Breaks Play and Leisure Scheme.
- 3.2 The bid was reviewed by the tender evaluation team and fully met the requirements of the specification.
- 3.3 The anticipated benefits delivered through awarding the contract to Tenderer A will support Children and Young People (CYP) as part of Bracknell Forest Council's Tier 2 provision. It also supports our early intervention work for Children and Young People with disabilities (including complex needs) up to the age of 18 and their families.

4 Alternative Options Considered

- 4.1 Do nothing: Current contractual obligations will lapse, there would be no adequate provision to meet our statutory duties and families of children with disabilities access to Short Breaks services will be reduced.

5 Supporting Information

- 5.1 The Short Breaks Play and Leisure scheme is designed to support CYP with disabilities to gain the best start in life and provide the ongoing support that they and their families need to fulfil their potential. The scheme offers enjoyable experiences away from primary carers by allowing children and young people to create friendship, take part in activities and have fun while supporting them to develop independence. Which contributes to personal and social development and reduce social isolation.
- 5.2 The Short Breaks contract supports Bracknell Forest in delivering our responsibilities under:

- The Breaks for Carers of Disabled Children Regulations 2011 which stipulates that local authority must provide, so far as is reasonably practicable, a range of services including but not limited to; educational or leisure activities for disabled children outside their homes, which is sufficient to assist carers to continue to provide care or to do so more effectively.
- Section 25 of the Children and Young Persons Act 2008: Breaks from caring for disabled children
- Carers and Disabled Children Act 2000 ('the 2000 Act'): places local authorities under a duty to carry out an assessment of a carer's needs in certain circumstances. Taking account of their wishes to undertake education, training, and leisure activities. The local authority must take this assessment into account when deciding what services (such as short breaks) to provide under section 17 of the 1989 Act.
- Children and Families Act 2014: places a general duty on local authorities to promote and safeguard the welfare of children in need in their area by providing a range of services appropriate to those children's needs
- Special Educational Needs and Disability Regulations 2014: The Regulations set out in detail what is required by local authorities for assessing the education, health, and care needs of children and young people and, where necessary, drawing up EHC plans
- The Equality Act 2010: provides a legal framework to protect the rights of individuals and advance equality of opportunity for all

5.3 The procurement was an open, single stage tender process in accordance with the Public Contracts Regulations 2015. The procurement was undertaken in accordance with the Strategic Procurement Plan which was approved by the Council's Executive in 8th February 2022.

5.4 The opportunity was advertised on the Find a Tender Service, South East Business Portal (SEBP) and Contracts Finder in March 2022. The deadline for tenderers to submit their tender was 10th May 2022.

5.5 The procurement included three evaluation stages:

- (1) A selection questionnaire, reference review and financial checks to determine providers' suitability and compliance,
- (2) The scoring of pricing and quality method statements, and
- (3) A clarification presentation / meeting, where tenderers responded to specific questions.

5.6 In total 6 providers viewed the tender, however only one bid was received for this service. The bid was reviewed by the tender evaluation team and fully met the requirements of the specification and was confirmed as the successful bidder, subject to final approval. The Tender Evaluation team included key stakeholders from the Short Breaks Team and the Strategic Commissioning team.

5.7 The bid includes the opportunity for uplifts against the total annual contract price to be considered as part of the Council's Uplifts Process. Commissioning and Short Breaks operational colleagues will undertake joint quarterly Contract Monitoring meetings with the successful bidder. There will also be monthly operational monitoring meetings between Short Breaks operational colleagues and the successful bidder.

6 Consultation and Other Considerations

Legal Advice

- 6.1 Legal are satisfied that there are no additional points for consideration (beyond those considered in the previous report to the Executive) as a result of the recommendations within this report.

Executive Director of Resources: Finance

- 6.2 The anticipated financial implications are set out in the confidential annex.

Other Consultation Responses

- 6.3 The development of the ITT and Specification was completed in collaboration with Short Breaks Operational Colleagues, Parent Carer Forum and Procurement.
- 6.4 Feedback from children and families accessing Short Breaks services was used to ensure that the specification covered all key elements of a good quality Short Breaks service, and that the service designed would meet service user needs.

Equalities Impact Assessment

- 6.5 An Equalities Impact Screening was completed at the outset of the procurement, as part of the Strategic Procurement Plan. This identified that a Full Equality Impact assessment was not required.

Strategic Risk Management Issues

- 6.6 None identified.

Contact for further information

Manjit Hogston, Strategic Commissioning Manager, manjit.hogston@bracknell-forest.gov.uk

Lou Richer, Head of Service, Specialist Services Family Safeguarding, lou.richer@bracknell-forest.gov.uk

Kashi Akhtar, Interim Head of Corporate Procurement, kashi.akhtar@bracknell-forest.gov.uk