

To: **EXECUTIVE MEMBER: CHILDREN, YOUNG PEOPLE & LEARNING**
24th July 2023

CONTRACT AWARD REPORT: YOUTH COUNSELLING SERVICE
Executive Director: People

1 Purpose of Report

- 1.1 This report seeks approval to award a contract for the provision of Youth Counselling Provision to tenderer A, as identified in the attached confidential tender evaluation report, appendix A. The Youth Counselling service will support children and young people aged 12-25 years and forms part of the wider CAMHS partnership. The CAMHS partnership includes Early Help, Public Health, Children's Social Care, Education, Youth and Community Services and GPs. The provider will be required to have appropriately qualified counselling practitioners, and volunteers and a Practice Manager.

2 Recommendations

- 2.1 That the Executive Member for Children, Young People & Learning and the Executive Director: People, approves the contract award to tenderer A as set out in appendix A for a contract term of five years.

3 Reasons for Recommendations

- 3.1 In accordance with the recommendation set out in the Strategic Procurement Plan dated 31st December 2022 and approved by the Executive Member for Children, Young People & Learning, that the decision to award the service contract is delegated to the Executive Director: People and the Executive Member for Children, Young People & Learning.
- 3.2 The bid was reviewed by the tender evaluation team and met the requirements of the specification.

4 Alternative Options Considered

- 4.1 Do nothing: Current contractual obligations will lapse, there would be no adequate provision to meet our statutory duties.

5 Supporting Information

- 5.1 The current service contract comes to its conclusion on the 30th September 2023 and new contract is required to ensure continuity of this vital service.
- 5.2 The procurement of this service enables BFC to meet its strategic and statutory duties as follows:
- Bracknell Forest Council Corporate Plan
 - Early Help Strategy
 - Supporting Families Programme 2022-2025

- Neglect Strategy
 - Mental Health and Well-being Strategy
- 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 Executive Member on 31st December 2022.
- 5.4 The opportunity was advertised on the Find a Tender Service, South East Business Portal (SEBP) and Contracts Finder in May 2023. The deadline for tenderers to submit their tender was 27th June 2023.
- 5.5 The procurement included two 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
- 5.6 In total 20 providers viewed the tender, with 6 providers intending to respond, however only 1 tender bid was received for this service. The tender bid was reviewed by the tender evaluation panel and fully met the requirements of the specification and was confirmed as the successful bidder, subject to final approval. The Tender Evaluation panel included key stakeholders from the Early Help Team, NHS Frimley ICB and the Strategic Commissioning team with moderation by the Corporate Procurement team.
- 5.7 The contract includes the opportunity for uplifts against the total annual contract price to be considered as part of the Council's Uplifts Process. There will be joint quarterly Contract Monitoring meetings attended by Commissioning, Early Health and the ICB with the successful bidder submitting a quarterly report including key data. These reports will allow the outcomes and impact of this service for young people to be measured via the performance indicators outlined in the service specification. There will also be an Annual Review to evidence comprehensively the achievements and impact of the service and progress made against the contract's requirement.

6 Consultation and Other Considerations

Legal Advice

- 6.1 This Procurement has been conducted in accordance with our legal and statutory obligations and Legal support the contract award to Tenderer A.

Financial Advice

- 6.2 The Executive Director: Resources is satisfied that sufficient resources exist to finance the proposed contract, as detailed in the attached Annex.

Other Consultation Responses

- 6.3 Corporate Procurement;

The tender has been conducted in accordance with both the approved SPP and the published tender documents. Tenderer A is the highest scoring bidder following evaluation. I recommend the approval of the contract award to Tenderer A.

Alistair Little

Head of Corporate Procurement

Equalities Impact Assessment

- 6.4 An Equalities Impact Screening was completed at the outset of the procurement, as part of the Strategic Procurement Plan. The screening determined that a full Equality Impact Assessment was not required.

Strategic Risk Management Issues

- 6.5 None identified.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO2.

Health & Wellbeing Considerations

- 6.7 The service includes funding from NHS Frimley ICB.

Background Papers

Appendix A - CONFIDENTIAL ANNEX TO CONTRACT AWARD REPORT: YOUTH COUNSELLING SERVICE

Contact for further information

Vikki Chance, Strategic Commissioning - 01344 351207
vikki.chance@bracknell-forest.gov.uk

Nicholas Crippa, Early Help
nicholas.crippa@bracknell-forest.gov.uk