

APPENDIX A

Tender Evaluation Report

**Connect Somerset – Commissioning Early Help and
Prevention Services within the Community**

DN677166

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1. Management Summary

Connect Somerset – Commissioning Early Help and Prevention Services within the Community was tendered in 4 Lots as follows:

Lot Number	Title	Description	Current Provider
1	Connector Support Service	The service will support residents and their families to be resilient and connected to their community to enable people to improve their health and wellbeing and lead happier lives	Community Council for Somerset
2	Carers Support Service	Provide access to the right support at the right time, reducing reliance on crisis and emergency services and enabling people to move towards independence and wellbeing.	Community Council for Somerset
3	Sensory Loss – Communicator Guide Service	The service empowers all people with sensory loss (including dual sensory loss) to take control of their health and wellbeing by giving people time to focus on 'what matters to me' and take a holistic approach to an individual's health and wellbeing. This includes people with learning disabilities and/or autism and mental ill health.	SENSE
4	Interpreter Service	The service is to provide help and support to individuals that are deaf, or hard of hearing, by providing interpreters to provide communication support services to aid eligible service users in social care related situations that require them.	Sign Solutions Ltd



Current contracts expire on 31.03.2024.

Following a Non-Key Decision approval dated **21.07.2023**; the decision was taken to go out to tender using the Restricted Process (2 Stage – Selection and Award).

2. Procurement Process

This procurement was carried out in accordance with the authority’s Contract Procedure Rules and Standing Orders and Public Contracts Regulations 2015 and the Treaty principles.

Suppliers were invited to submit a response to the Selection Questionnaire (Stage 1 of the 2 Stage process) through the e-tendering system. The Selection Questionnaire and accompanying documents were published on **21.07.2023**.

Bid responses were received by the closing date of **21.08.2023** as follows:

- **5** Bidders responded (4 bids for Lot 1, 3 bids for Lot 2, no bids for Lots 3 or 4)
- All Bidders submitted a compliant Bid.
- At the conclusion of this first stage, the intention was to arrive at a short list of the five (5) highest scoring Applicants in each Lot to take forward to the next stage. Less than 5 bids were received per Lot and all passed the initial evaluation stage.

All Bidders were therefore invited to submit a response to the Invitation to Tender (ITT) through the e-Tendering System. The Procurement Documents were published on **29.08.2023**.

Bid responses were received by the closing date of **27.09.2023** as follows:

- **2** Bidders responded (2 bids for Lot 1, 1 bid for Lot 2)
- All Bidders submitted a compliant Bid.
- Bids were evaluated in accordance with the criteria set out in the Procurement Documents and set out in section 2.1 below.

The Commercial and Procurement Team conducted the initial compliance checks.

2.1. Evaluation Methodology

Bids were evaluated in accordance with the evaluation criteria set out within the Procurement Documents. Weightings and scores are contained within the Confidential Appendix B

Evaluation criteria breakdown	Means of evaluation	
	Sub criteria	Main criteria
Quality		60%



Evaluation criteria breakdown	Means of evaluation	
	Sub criteria	Main criteria
Managing your service	20%	
Working with Somerset's communities	20%	
Working in partnership with others	20%	
Volunteers, Service Demand and Service User Satisfaction	20%	
Implementation	20%	
Price		30%
Social Value		10%
Procurement Document F Social Value Calculator	50%	
Social Value Commitment	50%	

2.2. Quality

The quality questions were scored and evaluated in accordance with the published criteria.

The quality element of the Tenders were evaluated by a panel of officers and moderated by staff from the Commercial and Procurement Team at Somerset Council (see Confidential Appendix B for the list of evaluators and moderators). Each evaluation panel member scored each Bid on an individual basis and prior to the moderation meeting.

Moderated scores are available in Confidential Appendix B, including the recommended award decision.

2.3. Pricing

Pricing was assessed based on the total tender price for the Services included by bidders within the Pricing Schedule. The tendered prices are available in Confidential Appendix B, including the proposed award decision.

2.4. Social Value

The qualitative score for social value was evaluated as per section 2.2 and moderated by Commercial and Procurement.

The value score for social value was calculated by the Commercial and Procurement team in accordance with the published criteria.



Moderated scores are available in Confidential Appendix B, including the proposed award decision.

3. Contractual Position

The Contract will be under the standard SC Service Terms and Conditions. There is a clause within the Contract which allows termination by giving 6 months' notice in writing to the supplier. For any extension to the Contract, discussions with the Supplier will be conducted sufficiently far in advance of the Contract expiry date to arrive at an agreed position.

As part of the bid response, Bidders were invited to offer specific measurable Social Value commitments in addition to the stated requirements of the specification. Delivery of these commitments will be monitored as part of contract management.

This is subject to approval of a Key Decision to award supported by this evaluation report.

3.1. Proposed Term

The awarded Contract(s) will be for an initial term of **4** years. The contract(s) will commence on **01.04.2024** and will continue up to the initial term which will expire on **31.03.2028**. An up to **48** months contract extension option is available which would take the contract(s) to **31.03.3032**.

3.2. Service Levels and Contract Management

Service levels will be monitored as part of Contract Management and the contract will be managed to ensure that the service meets expectations and to identify further opportunities for cost and service improvement.

4. Risk and Mitigation

Risk: Legal challenge following the outcome of the tender process.

Mitigation: Adherence to the Public Contracts Regulations 2015, Somerset Council's own Contract Procedure Rules and Standing Orders and the Treaty Principles of Transparency, Non-discrimination and Equal Treatment.

5. Next Steps

- Suppliers to be informed of the decision by Commercial and Procurement Team **11.01.2024**
- Standstill period **12.01.2024 – 22.01.2024**
- Contract Mobilisation/ Implementation **24.01.2024 – 31.03.2024**
- Contract awarded **23.01.2024**

End of Report