

APPENDIX A

Tender Evaluation Report

**Housing Related Support and Accommodation
for 16-25 year olds in Somerset**

DN644505

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 Date: 29.08.2023

1. Management Summary

The tender is for Housing Related Support and Accommodation for 16-25 year olds in Somerset.

The services required are aimed at young people aged 16 and above, with housing related support needs. They may be homeless or threatened with homelessness and have a wide range of support needs.

The duration of the block contract will be an initial period of five years ending on the 31st March 2029. The contract will contain an extension period of up to two further two year periods until the 31st March 2033

The current contracts expire on 31.03.2024. There are two current incumbent providers, each covering one half of the county:

Bridgwater YMCA (Dulverton Group)
YMCA Brunel Group

Following a Non-Key Decision approval dated **11.05.2023**; 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, the 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 **12.05.2023**.

Responses to the Selection Questionnaire were received by the closing date of **12.06.2023** as follows:

- **38** Bidders responded.
- **36** Bidders submitted a compliant Selection Questionnaire.
- Selection Questions were evaluated as set out in Section 3.3 of Procurement Document A – Information and Instructions.
- **29** Bidders passed the Selection Stage

29 Suppliers were therefore invited to submit a response to the Invitation to Tender (ITT) (Stage 2 of the 2 Stage process) through the e-Tendering System. The Procurement Documents were published on **19.06.2023**.

Bid responses were received by the closing date of **20.07.2023** as follows:

- **17** Bidders responded.
- **14** Bidders submitted a compliant Bid.



- Bids were evaluated in accordance with the criteria set out in the Procurement Documents (see also, section 2.1 below).

The Commercial and Procurement Team conducted the compliance checks in conjunction with Somerset Council (SC) specialists in various areas where required.

2.1. Evaluation Methodology

Bids were evaluated in accordance with the evaluation criteria set out within the Procurement Documents and were applied as follows:

Evaluation criteria breakdown			Means of evaluation	
			Sub criteria	Main criteria
Quality	1.1 Capability and Capacity	9%	100%	45%
	1.2 Staffing	9%		
	1.3 Recruitment	10%		
	1.4 Innovation	9%		
	2.1 Cost vs Outcome	12%		
	2.2 Efficiencies	12%		
	3.1 Learning Independence Skills Part A	15%		
	3.2 Learning Independence Skills Part B	9%		
	3.3 Safeguarding	8%		
	3.4 Moving In	7%		
Price				45%
Social Value	4.1 Social Value Calculator	50%	100%	10%
	4.2 Social Value Commitments	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. Question 3.4 was evaluated by a group of Young People representatives.

Moderated scores are available in Confidential Appendix B, including the proposed 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 a Services contract (under the standard SC Service Terms and Conditions) with the option to extend the initial 5 year term by up to a further 4 years. 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.

There is a clause within the Contract which allows termination without cause by giving 6 months' notice in writing to the supplier.

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 **5** years. The contract will commence on **01.04.2024** and will continue up to the initial term which will expire on **31.03.2029**. An up to 48 month contract extension option is available which would take the contract to **31.03.2033**.



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 **13.10.2023**
- Standstill period **13.10.2023** to **23.10.2023**
- Contract Mobilisation/ Implementation **01.11.2023** to **31.03.2024**
- Contract awarded **01.04.2024**

End of Report