

APPENDIX A

Tender Evaluation Report

Advocacy Service

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1. Management Summary

The service will provide independent advocacy to empower people to express their personal needs and assist them to achieve their rights and entitlements. It will assist people to secure relevant information and knowledge thus enabling them to make informed choices, to be involved in decisions about their care and support needs and promote their health and wellbeing.

Following a Non-Key Decision approval dated; the decision was taken to go out to tender using an Open Tender process.

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.

Suppliers were invited to submit a response to the Invitation to Tender (ITT) through the e-Tendering System. The Procurement Documents were published on 27th July 2024.

Bid responses were received by the closing date of 4th September 2024 as follows:

- 6 Bidders responded.
- 5 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

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 will be for an initial term of 60 months. The contract will commence on 1st April 2025 and will continue up to the initial term which will expire on 31st March 2030. A contract extension option of up to 36 months is available which would take the contract to 31st March 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. Next Steps

- Suppliers to be informed of the decision by Procurement.
- This will be followed by a 10 day Standstill period which is due to commence 13th December 2024.
- Contract Mobilisation/ Implementation 24th December 2024 – 31st March 2025
- Contract start date 1st April 2025.