

APPENDIX 1

Tender Evaluation Report

Extra Care Housing Care and Support Services

EPRO1000040

Author: **Name: Stephen Barker**
 Title: Service Manager
 Commercial & Procurement
 Date: 28.10.2024

Appendix A - Evaluation Report



1. Management Summary

Tender name: Extra Care Housing Care and Support Services

Description: ECH is specialist independent living housing option for adults with health and social care needs. It is targeted at people with physical disabilities, learning disabilities or ill mental health.

Scope: Somerset

Incumbent Provider(s): Somerset Care Support Services, Way Ahead Care

End date of current contract: 31.03.2025

Following a Non-Key Decision approval dated **25.07.2024**; the decision was taken to go out to tender using the Restricted Process in line with Schedule 3 of the Regulations (Social and Other Specific Services) - the Light Touch Regime.

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 principles.

The Restricted (i.e. 2 stage) process was used. In the initial, first stage, Suppliers were requested to submit a completed Selection Questionnaire in response to the Find a Tender Service Contract Notice.

The contract was split into three 'Lots' and Suppliers were asked to confirm which Lots they were interested in applying for as part of their initial submission. The Lots available are as follows:

- Lot 1 – East & South
- Lot 2 – West
- Lot 3 - North

At the conclusion of this first stage, following the evaluation of the Selection Questionnaires received, a short list of the five (5) highest scoring Applicants in each Lot to take forward to the next stage was arrived at.

Selection Questionnaires received by the closing date for the initial stage were as follows:

- 17 Bidders responded.
- The five (5) highest scoring Applicants in each Lot were selected for Stage 2 as follows:
 - **Lot 1** – Agincare UK Ltd, Care Outlook Ltd, GP Homecare Limited t/a Radis Community Care, Somerset Care Support Services Limited, Way Ahead Care
 - **Lot 2** – Agincare UK Ltd, Care Outlook Ltd, GP Homecare Limited t/a Radis Community Care, Somerset Care Support Services Limited, Way Ahead Care

- **Lot 3** - Agincare UK Ltd, Care Outlook Ltd, GP Homecare Limited t/a Radis Community Care, Somerset Care Support Services Limited, Way Ahead Care

Suppliers were invited to submit a response to the Invitation to Tender (ITT) – second stage - through the e-Tendering System. The Procurement Documents were published on **09.09.2024**.

Bid responses were received by the closing date of **04.10.2024** as follows:

- **5** Bidders responded.
- **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.

n.b. prior to final submission, Care Outlook Ltd. opted not to submit a response in relation to Lot 1.

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 Tender Evaluation Report - Appendix B

2.2. Quality

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

The quality element of the Tenders was 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 hourly rates 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.

Appendix A – Evaluation Report



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 **5** years. The contract will commence on **01.04.2025** and will continue up to the initial term which will expire on **31.03.2030**. An up to **24** month contract extension option is available which would take the contract to **31.03.2032**.

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 procurement process

Mitigation: Adherence to the Public Contracts Regulations (2015), Somerset Council's Contract Procedure Rules and Standing Orders and the treaty principles.

5. Next Steps

- Suppliers to be informed of the decision by Commercial and Procurement Team **10.12.2024**
- Standstill period **11.12.2024 – 20.12.2024**
- Contract Mobilisation/ Implementation **24.12.2024 – 31.03.2025**
- Contract awarded **23.12.2024**

End of Report