

**REPORT TO:** Executive Board

**DATE:** 14 December 2017

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Children, Young People & Families

**SUBJECT:** Services to encourage participation in education and training tender

**WARD:** Borough-wide

**1. PURPOSE OF REPORT**

1.1 To seek Executive Board approval to award a contract to deliver services to encourage, enable and assist young people to participate in education and training to the preferred supplier determined at the conclusion of the evaluation process on 23<sup>rd</sup> November 2017.

**2. RECOMMENDED: That the Executive Board authorise the Strategic Director, People, to enter into a contract with the provider (will be named at the Executive Board meeting on 14<sup>th</sup> December if successful) who, through an open tender process, has been assessed as being the most effective organisation to deliver services to encourage, enable and assist young people to participate in education and training. The contract will be awarded for a period of one year with the option of three additional one year contracts.**

**3. SUPPORTING INFORMATION**

3.1 In July 2017 the Executive Board granted authority to the Strategic Director, People to lead a joint procurement process with Liverpool, Wirral and Knowsley Local Authorities. The joint procurement process sought to procure a service from April 2018 for a period of 4 x 12 month periods, allowing consistency of service from 2018 to 2022 but with the option to reduce or terminate the service annually should the Council's statutory duties change or further budget savings require a reduction.

3.2 The maximum total contract value annually would be:

	Halton =	£130,000
	Combined Knowsley, Liverpool, Wirral=	£1,460,000
	<i>Maximum total annual value =</i>	<i>£1,590,000</i>

3.3 The tender opportunity was advertised via Halton's e-procurement system, Due North (The Chest) on 18<sup>th</sup> October 2017, with a closing date of 8<sup>th</sup>

November 2017. The evaluation will be completed on 23rd November 2017. The details will be presented to the Executive Board on 14<sup>th</sup> December 2017.

- 3.4 The tender documentation was assessed based on 25% price and 55% quality with one successful applicant invited through to a clarification interview stage. The Provider will be asked questions about key aspects of service delivery which have been highlighted at tender evaluation stage. The presentation stage represents a further 20% of the overall assessment score.
- 3.5 Following the clarification interview stage, the tender scores will be determined and, if the provider has been successful, the provider name will be presented to the Executive Board.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The contract is awarded in line with Halton Borough Council's Procurement Policy and the service will support Halton's Participation Strategy. The Service will support the Council in meeting its statutory duties with regards to careers support for young people.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The tender price submitted by the preferred supplier is within the indicative budget set for the service.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children & Young People in Halton**

The service contributes to the delivery of the objectives of the Halton Children's Plan.

##### **6.2 Employment, Learning & Skills in Halton**

The Halton Participation Strategy supports Key priorities in encouraging young people to access learning or training that will lead to longer term, more sustainable employment options.

##### **6.3 A Healthy Halton**

None identified.

##### **6.4 A Safer Halton**

None identified.

##### **6.5 Halton's Urban Renewal**

None identified.

## **7.0 RISK ANALYSIS**

- 7.1 Financial risk is minimised by awarding the contract within confirmed budgets, and on a one year basis, with option to extend.
- 7.2 As part of the procurement process, Halton Borough Council has carried out a financial assessment on the preferred supplier and has confirmed that they are a financially viable organisation.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 None identified.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

- 9.1 None.