

# Commissioning Form



This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

<b>Title</b>	Regional Memory Assessment Support Service Invitation to Tender (ITT).
<b>Head of Service:</b>	Catrin Roberts
<b>Manager:</b>	Catrin Perry
<b>Report Completed by:</b>	Catrin Perry / John L Williams
<b>Date:</b>	20 <sup>th</sup> October 2021
<b>Total Estimated Value:</b>	£3.36Million (Exc. VAT) over a period of 5 (Five) years.

PROCUREMENT TEAM USE ONLY	
<b>Officer</b>	Simon Beech
<b>Priority</b>	Med
<b>Category</b>	Services
<b>Received</b>	25/10/2021
<b>Complete by</b>	25/10/Y2021

Type	Copy and paste:
Goods:	<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)	<input type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'	<input checked="" type="checkbox"/>
Works:	<input type="checkbox"/>

Does the proposal include Land contracts or the appointment of developers? Yes  No

If Yes, has the Monitoring Officer (Legal) been consulted? Yes  No

*If Yes state the Monitoring Officer's advice. If No, state why not:*

N/A.
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Does the proposal include Information & Communication Technology, property or works? Yes  No

If Yes, has the relevant council service been involved? Yes  No

*If Yes state the services' involvement. If No, state why not:*

N/A.
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**Procurement Level** Copy and paste:

Intermediate Value: £25,000 to OJEU threshold*	<input type="checkbox"/>
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High Value: above relevant OJEU threshold*	<input checked="" type="checkbox"/>
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\*OJEU limit Goods/ Services: £181,302 \*OJEU limit works: £4,551,413 \*OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

## Procurement Process

paste:

Copy and

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes

No

If Yes, state which below:

N/A.

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes

No

If Yes, will the process be direct award or mini competition?

N/A.

## Timescales

Date	Milestone
29/10/2021	Authorisation of Commissioning Form
12/11/2021	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
02/12/2021	Tender advertised
13/01/2022	Tender closed to responses, start evaluation
20/01/2022	Evaluation finalised & Submission of Cabinet Report for approval to award contract(s)
07/03/2022	Contract award
01/04/2022	Contract start

## Outline

Briefly describe the proposal

For DCC to act as the Lead Commissioner on an ITT potentially valued at up to £3.36M (Exc. VAT).

The ITT is seeking an external partner / external partners to support the North Wales Regional Partnership Board (RPB) in developing services to support individuals with concerns over memory loss.

The commissioned work will support the implementation of the 'North Wales Dementia Strategy (March 2020)' through providing a uniform and consistent regional approach to the provision of support to individuals at the pre-assessment and post-assessment stages.

The RPB, through the Regional Collaboration Team (RCT), has secured additional / new and recurring revenue funding to the value of £672,000 / annum from Welsh Government under the Welsh Government 'Integrated Care Fund (ICF)' programme for the purpose of developing an enhanced regional approach to supporting individuals who have concerns over memory loss at the pre-assessment and post-diagnosis stages.

The 'North Wales Leadership Group', which is composed of Local Authority Social Care Strategic Directors, will provide governance and scrutiny of the project.

The additional / new funding will be passed to the RPB under existing Welsh Government funding arrangements (i.e. Terms & Conditions).

## Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:

Price	Quality
20 %	80%

### Options

Copy and paste:

Has a zero cost option been considered?

Yes  No

Has a reduced cost option been considered?

Yes  No

*State whether and why zero and/or reduced cost options have been adopted or discounted:*

The proposal has undertaken an independent review of current provision and identified duplication, inequality and inefficiencies in the provision. This proposal has provided all partners with a reduced cost option/ cost saving against existing regional provision. The current provision is not currently funded by DCC.

To deliver the objectives set out in the 'North Wales Dementia Strategy (March 2020)' the commissioning partners (i.e. the six Local Authority and the Health Board) need to commission external partners with the requisite knowledge, expertise and established infrastructure in delivering services to those with concerns over memory loss to work in partnership with them.

### Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes  No

*If yes please give details, if no please state reason:*

Denbighshire / Flintshire County Council Procurement Department is supporting the commissioning partners in preparing and issuing the ITT.

The ITT will be conducted in line with DCC Contract Procedure Rules.

This is a regional contract being led by DCC.

### Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes  No

*If yes please give details:*

The procurement activity required on this occasion is unique to the RPB.

The RCT will act as the overall Project Manager for the implementation of the services post-ITT.

A Project Team has been established to oversee the ITT and implementation of the services post-ITT.

The Project Team is made up of representatives from the six Local Authorities and the Betsi Cadwaladr University Health Board.

## Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes  No

*If yes please give details:*

N/A.

## Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes  No

*If yes please give details:*

Potential providers will have to demonstrate that they have satisfactory safeguarding policies and procedures in place as part of the evaluation of the ITT.

## Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes  No

*If yes please give details:*

The services being commissioned necessitates the sharing of the personal data of those individuals being assessed in order to identify (and make referrals to) the appropriate agency(ies) to provide support with the concerns that an individual has, and in order to formulate the package of care and support that is required by individuals' post-diagnosis. Also the services will support the tracking and ongoing support needs of the individual with partners within BCUHB and the six Local Authorities

The personal data relating to individuals accessing the services will be shared for the purposes of referring the individuals to the appropriate support agency(ies) and for enabling the support agency(ies) to undertake a full assessment of the needs of each individual and to track their support needs over the course of their journey with dementia.

Potential providers will have to demonstrate that they have satisfactory data protection policies and procedures in place as part of the evaluation of the ITT.

Potential providers will have to agree to adhere to the data protection policies of all of the commissioning partners as part of the evaluation of the ITT and this requirement will form part of the terms and conditions of the resultant contract(s) for the required services.

If Yes, has the Information Governance Team been consulted?

Yes  No

If No, state why not:

The Project Team has completed the required DCC 'Data Protection Impact Assessment' and determined that the level of risk associated with the activity is 'Medium'.  
Robust contract and performance management of the successful bidder(s) will facilitate ongoing monitoring and management of the data protection practices each provider has in place.  
The ITT will include the standard DCC questions for Data Protection. This will be an assessed section of the ITT and will be assessed on a 'Pass' / 'Fail' basis.  
The terms & conditions of the contract issued to successful bidders will stipulate the data protection and data security measures that the commissioning partners require for this activity.

## Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included

**Note: Community Benefits must be considered for all Goods & Services contracts over £25,000, all Works contracts over £100,000 and it is mandatory to include community benefits in all contracts for the value of £1,000,000 and over.**

If you have not yet discussed Community Benefits with the Community Benefits Hub please contact [communitybenefits@denbighshire.gov.uk](mailto:communitybenefits@denbighshire.gov.uk)

The DCC Community Benefits Manager has been consulted and has committed to provide community benefits requirements for inclusion within the ITT and the service specification for the services being tendered for.

These requirements will focus on:

1. The embedded value of delivering the service as described in the ITT, for example, providing support closer to the home / community; developing a single point of access approach to: providing information assistance and guidance / referral pathways; improving outcomes for service users;
2. The added value that can be secured via commissioning the services, for example, work placements, career outreach and support to attract new entrants to the sector;
3. A commitment from bidders to offer additional support to families and loved ones of service users, via information, workshops, 3rd sector support, etc.

The DCC Community Benefits Manager will be a member of the ITT Evaluation Panel and will assess bidders against a defined scoring criteria as part of the evaluation of tender submissions.

## Contract Management and Key Performance Indicators

Have you considered key performance indicators to use to monitor contractor performance?

Yes  No

If No, state why not:

N/A.

If yes please give details, including KPI's related to Community Benefits:

The service specification for the services includes KPI that are outcome focussed.  
Potential providers will be required to submit a project plan detailing how they will meet these outcomes during the lifetime of the contract as part of their ITT submission.

The outcomes specified in the service specification have been defined on the basis of the 'SMART' ('Specific' + 'Measurable' + 'Achievable' + 'Realistic' + 'Time-bound') approach. The Project Team will work in partnership with the successful bidder(s) to achieve the outcomes. Robust contract and performance management of the successful bidder(s) will facilitate ongoing monitoring and management of the providers' performance in achieving the required outcomes.

## The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

*If Yes, provide details below: If No, please state why not.*

The project will oversee the development of existing services and the provision of new services where there are none currently (ie 'Community Hubs' and 'Community Access Points' where services are co-located in order to provide early intervention and assessment support).

The Project Team has undertaken a 'gap analysis' to identify where new provision is required.

It is anticipated that the development of existing provision and the creation of new provision within the community will benefit the local economy through:

1. Providing opportunities for people to work within their local community;
2. Providing opportunities for work placements for those who are interested in pursuing a career in the healthcare and social care sectors;
3. Providing opportunities for local suppliers to do business with an expanded service;
4. The workforce employed within the community based facilities spending money in shops, cafes, restaurants and leisure facilities locally.

## Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes

No

*If yes please give details and please state whether there is a grant agreement:*

N/A.

The North Wales Regional Partnership Board (RPB), through the Regional Collaboration Team (RCT), has secured additional / new and recurring funding to the value of £672,000 / Annum from Welsh Government for the purpose of developing the services required.

## Finance

Revenue Funding Source	Amount
Welsh Government 'Integrated Care Funding (ICF)'	£672,000 / Annum – Recurring (Exc. VAT).
<b>Total Revenue Funding:</b>	£672,000 / Annum – Recurring (Exc. VAT).

<b>Estimated Total Value:</b>	£3.36Million (Exc. VAT) over a period of 5 (Five) years.
<b>Estimated Annual Value</b>	£672,000 (Exc. VAT).

<b>Cost Code</b>	S93067
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**If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.**

## Contract

*Provide basic details of any contract to be awarded*

Type of Contract:	DCC Standard format contract for services.
Proposed Start date:	1 <sup>st</sup> April 2022
Proposed End date:	31 <sup>st</sup> March 2024 with the option to extend by up to 3-years.
Proposed options for extension (if any):	To extend the initial contract by up to 3 (Three) years on a + 1 + 1 + 1 basis, subject to satisfactory performance (by the provider(s)) and where an extension supports the ongoing requirements and circumstances prevailing at that time.
Maximum duration (including extensions):	5 (Five) years.

## Risk Assessment

What is the total estimated value of the proposal?	Over £2m
If things go wrong, what is the operational risk to the Local Authority?	Medium
If things go wrong, what is the reputational risk to the Local Authority?	Medium
If things go wrong, what is the financial risk to the Local Authority?	Low

## Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

<p><u>Operational risk:</u> The risk of a selected provider failing to meet contractual requirements, or the likelihood of a selected provider experiencing a business failure, will be monitored through ongoing contract and performance management by the Project Team. The wider issue of staff recruitment and retention across the healthcare and social care sectors could possibly impact upon the development and provision of the services. The Project Team will formulate a contingency plan to mitigate against operational risk.</p> <p><u>Reputational risk:</u> The risk of a selected provider failing to meet contractual requirements (which could have an adverse impact on the reputation of the commissioning partners) will be monitored through ongoing contract and performance management by the Project Team. The Project Team will formulate a contingency plan to mitigate against reputational risk.</p> <p><u>Financial risk:</u></p>
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This is considered to be low as providers will be paid in arrears.  
 The financial position of tenderers will be assessed in line with DCC Procurement Department practice as part of the ITT.  
 The Project Team will undertake periodic credit checks on the selected providers as part of its routine contract management routine.

## Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes  No

If Yes, please list member's names below and details of any feedback incorporated.

The DCC Lead Member for Community Support Services has been consulted.  
 Lead Members for the five other Local Authority partners have been consulted through the members of the North Wales Leadership Group.

## Procurement Checklist

Has a Sustainability / Wellbeing Impact Assessment been completed?

Copy and paste:

Yes  No  N/A

Have you identified and mitigated any potential conflicts of interest?

Yes  No  N/A

Have you conducted market dialogue, research, analysis?

Yes  No  N/A

Have you consulted stakeholders, partners and/or end users?

Yes  No  N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes  No  N/A

Have you instructed the legal team to develop contract terms?

Yes  No  N/A

Have you sought advice on safeguarding issues?

Yes  No  N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes  No  N/A

Have you determined contract management & information requirements?

Yes  No  N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes  No  N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes  No  N/A

Have you drafted the tender specification?

Yes  No  N/A

Have you developed evaluation criteria & scoring methodology?

Yes  No  N/A



Have you identified the scorers/evaluators?

Yes  No  N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes  No  N/A

Is this proposal funded wholly or in part by EU grant?


Yes  No  N/A

### AUTHORISATION

The undersigned authorise the commissioning proposal described

**TEAM MANAGER:** (if within spend authorisation limit)

Signature


  
Catrin Roberts (Head of Regional Collaboration)

Date

1-11-2021

**HEAD OF SERVICE/CHIEF OFFICER:** (Mandatory)  
(or Service Manager if within their spend authorisation limit)

Signature

  
Phil Gilroy (Head of Service)

Date

1-11-2021

**CHIEF DIGITAL OFFICER** (Mandatory for all ICT Contracts)

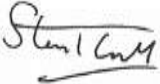
Signature

N/A.

Date

**SECTION 151 OFFICER (Finance):** (Mandatory for all contracts above £250,000)

Signature


  
Steve Gadd (Head of Finance and Property)

Date

04/11/21

**MONITORING OFFICER (Legal):** (Mandatory for all contracts above £250,000)

Signature

  
Gary Williams (Head of Legal, HR & Democratic Services)

Date

03/11/2021

**LEAD CABINET MEMBER:** (Mandatory for all contracts above £1,000,000)

Signature



Date

1-11-2021

**N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.**

### PROCUREMENT TEAM ASSESSMENT

*This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.*

**PROPOSED START DATE**

25/10/21

**TARGET END DATE**

31/03/2022

**RECOMMENDATIONS:**

Project to proceed as identified.

The timescales are tight for this project however if we are able to follow our project plan as intended a contract start date of 1<sup>st</sup> April 2022 is achievable.

As detailed on the form Karen Bellis is to be consulted on the inclusion of Community Benefits.

The Well-being Impact Assessment and Data Protection Impact assessments have been completed.

The service area is to consult the Legal Department regarding whether TUPE applies and to also seek guidance on if any property agreements are required. Any associated documentation will need to be included in the tender documents

**PROCUREMENT  
OFFICER**

Simon Beech

**DATE**

25/10/21