

## APPENDIX 1

### Part B Tender Exemption Framework

#### i. Cost/benefit

Please state the expected cost of tendering or obtaining quotations for the required services.

£2444\*

Please state the expected costs associated with changing contractor for the required services.

£504\*\*

Please state the maximum estimated potential cost savings likely to be gained from tendering or obtaining quotations for these services.

Zero\*\*\*

Please outline the assumptions and methodology behind the maximum estimated potential cost savings quoted above (e.g. average cost savings achieved from a number of recent comparable tenders or quotations).

\*Estimated time taken to conduct an OJEU tender:

- Planning
- Development of Specification
- Managing notifications/tender pack request
- Pre-Qualification Questionnaire / Provider Accreditation
- Generic Administrative support, e.g. photocopying
- Estimated cost of attendance of non SP staff (manager level) at the evaluation panel

\*\* Estimated time taken to manage handover to a new provider:

- Time taken to set up administrative processes
- Contract Management meetings
- Probationary meetings
- Contract Award meeting

\*\*\* Based on the difference between the successful bid and the budget allocation when this project was tendered (2010). There have been no changes in the market to indicate that we would be likely to achieve further savings if we were to tender this project again.

#### ii. Contract specification

Does the specification of the new contract differ from that of the existing contract?

Yes  No

If so, please give full details and reasons below.

The specification differs from the existing contract.

The previous structure of four separate lots (sub-projects) within the contract has been integrated into a single structure to improve efficiency & flexibility and to simplify performance monitoring. The minimum staff numbers have been reduced from 9 to 8.25 (-8%). The minimum number of service users has remained the same. The project description, aims and outcomes, the referral routes and the delivery requirements are otherwise unchanged.

#### iii. Terms & conditions

Do the terms and conditions of the new contract differ from those of the new contract?

Yes  No

If so, please give full details and reasons below.

The terms and conditions of the contract will not significantly differ from those of the new contract. Some changes were required to reflect new Supporting People Grant Guidance issued in August 2012. These do not alter the type or cost of the service provided.

**iv. Contract value**

Does the annual value of the new contract differ from that of the existing contract? Yes  No

If so, please give full details below:

Existing annual value: £265,364

New annual value: £238,828 Variation: £26,536 Percentage: -10%

If variation is greater than +10%? please give reasons below.

The annual contract value has been reduced following negotiations with the current service provider.

**v. Previous tender/quotation**

Have the required services previously been tendered or been subject to competitive quotations? Yes  No

If so, was this more than ten years before the end of the existing contract? Yes  No

If so, please give full details and reasons below.

The GIFT contract was tendered in 2010. Three bids were received. The bids were evaluated and the Wallich was confirmed as the successful bidder.

**vi. Previous exemption**

Have previous contract(s) for the required services been exempted from the requirement to obtain quotations or tender? Yes  No

If so, on how many separate occasions has an exemption been granted?

Please give full details and reasons below.

No contract for this project has ever previously been exempted from the requirement to tender.

**vii. Contractor performance**

Has the performance of the existing contractor been monitored against the existing contract? Yes  No

Please score the overall performance of the existing contractor from 0-10

(0 = failure to deliver contracted services 5 = satisfactory 10 = excellent performance)

Please give full details of performance against key indicators below.

The project has consistently submitted quarterly performance monitoring returns which indicate full contract compliance in respect of staff to client ratio and voids. In 2012-13 the project reported 3% voids; this was well within the 10% maximum permitted.

In 2012-13 the project reported an overall 2% shortfall in support hours due to a failure to cover staff absence. This was subject to funding clawback totalling £3,977.

In Quarter 1 of 2013-14, the project reported 4% voids and a 3% service delivery shortfall overall.

This project was reviewed in May & June 2013: "The project has produced good outcomes for service users. It is clear the service is in demand and meets and links into local and national strategic aims and plans. The feedback from the staff, service users and stakeholders was generally very positive. Overall it does well at ensuring participation, safeguarding and enabling by various methods a service that can and does deliver outcomes. It has a good understanding of the

needs of service users, is very service users focused and empowers service users to take ownership of what they want from the service."

NB: the review found that the provider had not adequately promoted or implemented the on-call service specified in the contract for the GIFT High element of the project (8 spaces for service users with high level needs).

**viii Service quality**

Has the quality of the required services as provided by the existing contractor under the existing contract been assessed?

Yes  No

Please score the overall quality of the existing services from 0-10

*(0 = wholly unacceptable 5 = satisfactory 10 = excellent quality)*

Please summarise the service quality assessment below (including outcomes achieved).

The service review in April & May 2013 found that the project delivered high quality support services.

**ix. Value for money**

Have significant improvements in value for money been secured during the term of the existing contract?

Yes  No

Will significant improvements in value for money be secured under the terms of the new contract?

Yes  No

Please detail any improvements in value for money in respect of the contract specification.

The service review raised no concerns around value for money.

Please detail any improvements in value for money in respect of the contract price.

Improved value for money in respect of the contract price has been agreed with the existing provider. The annual contract value will be reduced by 10% (£26,536) from £265,364 to £238,828 p.a.

Please detail any improvements in value for money in respect of the service quality.

None. The service review indicated high service quality.

**x. Accommodation**

Do the required services need to be delivered in specific accommodation?

Yes  No

Is there a significant risk that a change in contractor would result in the loss of that accommodation?

Yes  No

Please give full details and reasons below.

If current accommodation were lost, is there a significant risk that alternative accommodation would not be secured within a reasonable and practical timescale?

Yes  No

Please give full details and reasons below.

**xi. Service user(s)**

Is there a reasonable probability that obtaining quotations or tendering

Yes  No

would result in significant or distress or other detriment to the welfare of the service user(s) or would reverse or undermine the achievement of successful outcomes?

Please give full details and reasons below.

No indications

Is there a reasonable probability that a change of contractor would result in significant or distress or other detriment to the welfare of the service user(s) or would reverse or undermine the achievement of successful outcomes?

Yes  No

Please give full details and reasons below.

No indications

**xii. Other considerations**

If there are any other relevant factors which need to be taken into consideration, please give full details and reasons below

e.g. the views of affected service users, the position of any joint funders, consideration of other stakeholders, current/historical market assessment & knowledge, consideration of the issue of State Aid, details of compliance with relevant applicable guidance (e.g. from Welsh Government, Value Wales etc.)

None