

# APPENDIX 2

1. CONTRACT TITLE AND KEY PEOPLE							
Complete this section if this is the first checkpoint you have undertaken for this procurement. If you have already completed a Checkpoint 1, copy and paste the information from there to here and then go on to complete the rest of this document.							
<b>Contract Title</b> Targeted Information, Advice & Guidance for Young People							
<b>capitalEsourcing Reference</b>		xxx			<b>Report Date</b>		15/03/2018
<b>Tender Manager</b>		<b>Directorate</b>		<b>Buyer Assigned</b>			
Daren Mulley, Senior Commissioning & Projects Manager		Chief Operating Directorate		Mike Parrott		Senior Category Specialist (Adults)	
<b>Value of Contract</b>		<b>Targeted Financial Savings</b>			<b>Bankable Savings</b>		
£1.08m		£Nil			£Nil		
<b>Is budget available to proceed with this procurement?</b>	Yes	<b>*Please enter the budget code</b>	A34060	<b>If yes, is this a Revenue or Capital allocation?</b>	Revenue	<b>Pre-Procurement Approved by:</b>	Director of Adult Social Care
<b>Proposed Contract Start date</b>	<b>Proposed Contract End date</b>		<b>Is there an option to extend the contract?</b>		<b>If yes, give duration of extension option</b>		
01/09/2018	31/03/2020		No				
<b>Procurement route undertaken</b>	<b>Have you or your team received training on capitalEsourcing?</b>		<b>**Is there a current contract in place?</b>		<b>If yes, insert expiry date</b>		
xxx	Yes		Yes		31/08/2018		
<b>Please state the Quality/Price threshold</b>	<b>Does TUPE apply to this exercise?</b>		<b>Have you considered Collaborative Working?</b>		<b>Have you used an eAuction or DPS?</b>		
xxx	No		No		No		
<b>Checkpoint 2 Summary</b>							
<p>1. Purpose of the Report</p> <p>The Joint Commissioning Unit, in consultation and agreement with senior colleagues in Children’s Services, recommends awarding an interim contract to the incumbent Provider (Prospects Services Ltd) for a 19 month period (1<sup>st</sup> September 2018 – 31<sup>st</sup> March 2020) Doing so, will ensure that the Council has sufficient time to undertake a wider review of the future of Children’s Services funding in 2018 that will identify and secure monies to invest in this service whilst ensuring that there is then ample time to undertake a comprehensive review and tender of the service in 2019 (this will be notified via a VEAT (voluntary ex ante transparency notice) notice in TED).</p> <p>2. Background</p>							

## Strategic Procurement

### CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

In both 2012 and 2015, the Council awarded a three year contract to Prospects for the supply of a targeted information, advice and guidance (IAG) service. The service has a specific remit to work with all Havering residents aged 16-18 and up to 25 with a special education need, in order to support those students who are identified as high risk of becoming NEET (Not in Employment, Education or Training). This includes working with young people leaving care, teenage mothers and young offenders who require additional and more intensive support to access education and training opportunities.

Based in central Romford, Prospects works closely with schools, colleges and training providers both locally and in the sub-region to agree the best methods of targeted support in order to encourage, enable and assist students to participate in education, employment or training. Prospects is also providing universal IAG service to the majority of the schools in the borough, as part of a commissioned service directly procured by schools to meet schools' statutory duties. Prospects deliver both services which provides a unique, joined up and highly effective service offer.

Currently, the working relationship between Council and Prospects is very positive and overall service performance is at a satisfactory level. Progress in areas of the service where improvements have been identified will be monitored through regular contract meetings with the Provider and that LBH continues to fulfil its statutory obligations as outlined in the Education and Skills Act 2008, Education & Skills Act 2011 and the Children's and Families Act 2014.

**Strategic Procurement**  
**CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION**

<b>CHECKPOINT PANEL RESPONSE</b>	
<b>Date of Checkpoint Panel</b>	<i>DD/MM/YYYY</i>
<b>Panel Members present</b>	<i>Insert names of attendees here</i>
<b>1. CONTRACT TITLE AND KEY PEOPLE</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>2. PROJECT DEVELOPMENTS</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>3. COMPLIANCE</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>4. TENDERING PROCESS</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>5. FINANCIAL: BUSINESS CASE &amp; BENEFITS REALISATION</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>6. CONTRACTING INITIATION &amp; READINESS FOR SERVICE</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>7. PERFORMANCE MANAGEMENT</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>8. ACHIEVABILITY</b>	
<i>Checkpoint panel should insert any comments/and or recommendations here</i>	
<b>CHECKPOINT PANEL OVERALL RECOMMENDATION</b>	
<i>i.e. "Contract value over £1million in value – referred to Procurement Board for decision"</i>	
<b>Procurement to proceed to award contract?</b>	<i>Panel insert Yes / No here</i>
<b>Red, Amber or Green Status?</b>	<i>Panel insert <b>Red, Amber, Green</b></i>

**2. PROJECT DEVELOPMENTS**

Complete this section if you have already completed a Checkpoint 1. If this is the first checkpoint you have completed, go on to section 3.

**2.1 Changes since Checkpoint 1 report**

Describe any changes to the risk analysis, market analysis, or any other major changes since Checkpoint 1.

Not applicable

**2.2. Checkpoint 1 recommendations from panel**

Detail below any Panel recommendations made at Checkpoint 1 and describe actions taken as a result of those recommendations

Not applicable

**3. COMPLIANCE**

**3.1 Existing Contract**

Is there a current contract in place?	Yes
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If there is a current contract or service in place go on to complete all the questions in this section. If this is the first time these goods or services are being procured, go on to section 3.2

Has the contract expiry date been extended?	No
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If extended, give details of date of extension	Extended to
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Has permission been sought to extend the contract?	No
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If yes, give details of Committee who granted extension	
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<b>3.2 Are all procurement documents stored on Capital eSourcing?</b>	No
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**3.3 Is there any form of commitment in place i.e. purchase order, letter of acceptance?**

No

**3.4 Are there any other approvals needed (e.g. Contract award approval through a general or specific Officer delegation(s))?**

Contract award approval delegated to the Director for Children's Services. A key decision paper will be drafted and signed following the approval of this Checkpoint 2 report

**4. TENDERING PROCESS**

**4.1 Tender Submissions**

Did you receive sufficient Tenders for effective competition? Was quality of bids satisfactory overall? Was there effective competition?

Not applicable

**4.2 Tender Evaluation**

Briefly describe the tender evaluation process undertaken, providing the evaluation model for both cost and quality.

## Strategic Procurement

### CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

Have any issues arisen during the evaluation, debrief or Alcatel (if applicable)? Please describe any constraints which prevented you from getting maximum value for money out of this contract.
Not applicable
<b>4.3 Unsuccessful Bidders</b>
Do you have plans for debriefing unsuccessful bidders? Will or have bidders been surveyed, or feedback sought from bidders? Is there any likelihood of challenge from unsuccessful bidders?
Not applicable
<b>4.4 Sustainability</b>
Please provide an update on sustainability risks and initiatives since Checkpoint 1-. Have tenders met all sustainability requirements? Have waste minimisation and disposal issues been fully addressed?
Not applicable
<b>4.5 Diversity &amp; Equality</b>
Have the diversity and equality issues associated with this project been considered? Have you considered an Equalities Impact Assessment action plan in the context of this procurement?
An Equalities Impact Assessment with an action plan was completed in 2015. This assessment concluded that the service will have a positive impact on young people aged between 15-25 including those with physical and learning disabilities and those that are deemed as vulnerable, for example, teenage parents and pregnant teenagers, young carers, young people in Local Authority care and care leavers.
<b>4.6 Contract Award</b>
Are you able to recommend a tender or tenders for acceptance? Does this tender achieve the original business objectives? If not, what are the issues, and how will they be addressed?
Not applicable

## 5. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

<b>5.1 Cashable Savings</b>
Not applicable
Please explain any shortfall from original projections
Not applicable
<b>5.2 Headcount Reductions</b>
What is the estimated headcount reduction saving achieved through the contracting process?
Not applicable
<b>5.3 Other Efficiency Gains</b>
Describe the other, non-cashable efficiencies, including: Minimising the cost of routine transactions; utilising ICT to reduce costs and improve performance; the procurement process (e.g. electronic tendering/e-auctions); process rationalisation/simplification/reducing non-value added work; reducing other costs – consumption, wastage, price, specification; inventory/cash flow savings; getting more for less/the same; improved quality
Not applicable
<b>5.4 Benefits Realisation</b>
How will benefits be measured and tracked?

## Strategic Procurement

### CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

Are you satisfied that the contract will deliver value for money throughout its life? What mechanisms does it include for continuous improvement?					
Ref	Accountable Person for Benefit Realisation	Expected Benefit	Baseline to Measure Against	How will Achievement be Measured?	When Benefit can be Measured?
1	Daren Mulley, Commissioning Unit	New service contract will lead to the Council achieving efficiencies in the way the service is delivered to schools	Current service model and budget	Monitored each quarter by the Council	September 2018
2	Daren Mulley, Commissioning Unit	Improved value for money in respect of reducing current delivery of schools service	Current service model and budget	Monitored each quarter by the Council	September 2018
3	Daren Mulley, Commissioning Unit	Interim contract will lead to improved outcomes for vulnerable groups of young people (e.g. SEND young people)	New service model's outcomes (to be developed during redesign period; June-August 2018)	An outcomes measurement framework monitored each quarter by the Council	September 2018

## 6. CONTRACTING INITIATION & READINESS FOR SERVICE

### 6.1 Readiness for Service

Are all arrangements in place for the contract to be ready for commencement?  
 Will the supplier be ready to supply at full capacity from day one?  
 What arrangements have been made to ensure a successful start to the contract?

All arrangements are in place to initiate the contract;

- Key Decision Paper has been drafted ready for signing off by the Lead member for Children's Services.
- Formal letter to Provider has been drafted by the Council and will be sent out once the key decision paper has been signed.
- Quarterly contract meetings will continue to be arranged between the Council and Provider. Next meeting is arranged for April 2018.
- Contract will be prepared in April and will ready to be sent out to the Provider for countersigning in May. On receipt, contract will be engrossed by the Council and a copy returned to the provider.

### 6.2 Change Management

Are there any organisational change management issues? Please describe how these will be managed.

Change management will be focused on planning a reduction in the delivery of the current schools service whilst increasing the delivery of targeted services for vulnerable groups. Both the Council and Provider will work closely together to agree the relevant changes to the current specification as well as manage the communications with the Schools and Services that will receive an improved offer for the vulnerable young people they work with. This will be monitored by the Council through contract monitoring and specific service redesign meetings with the Provider and other services affected by the changes in April and May 2018.

### 6.3 Continuous Improvement & Price Reviews

## Strategic Procurement

### CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

What are the contract arrangements for price revisions? How will you ensure that continuous improvements will be secured in respect of cost?
Contract arrangements for any future price revisions will be covered by the contract modification clause in the contract. There are not likely to be any price revisions as funding has been secured for the period of the interim contract.
<b>6.4 TUPE</b>
If TUPE applies to this contract please confirm that all arrangements are in place for an effective transfer of staff
Not applicable
<b>6.5 Workforce Issues</b>
Are there any other workforce issues (e.g. application of the Workforce Code of Practice) Have these been satisfactorily resolved? Please describe any continuing issues
No workforce issues identified

## 7. PERFORMANCE MANAGEMENT

<b>7.1 Contract Transition &amp; Implementation</b>	
Are all arrangements in place for contract transition & implementation?	
Once the key decision paper is approved, the Council has a clear plan in place for the interim contract. Drawing upon effective project management methodologies, the Council will be arranging and leading on meetings with the Provider to prepare for the start of the interim contract in September 2018.	
<b>7.2 Performance Indicators and Management Information</b>	
What are the performance indicators by which the success of the contract will be judged? What management information will be provided and at what frequency? Are you satisfied that Performance Indicators and management information are realistic and appropriate?	
Key performance indicators (KPIs) have been agreed with the Provider. In brief, the KPIs monitor the service's effectiveness in reducing the proportion of young people, including vulnerable groups of young people (e.g. SEND and Young Offenders), who are not in education, employment or training.	
Quarterly meetings are the current frequency and this is judged to be sufficient for the size and value of the contract going forward. The provider will be expected to submit a pre-determined quarterly performance report ahead of each contract meeting. This report requests management information including safeguarding, serious incidents, pathways, service user feedback and health and safety. In addition, the report captures performance (see indicators below) and activity data (e.g. referral source, age and gender of clients). The performance report that the provider will submit is similar to the current report and is therefore deemed realistic and appropriate.	
<b>7.3 Contract Management</b>	
Have all arrangements been made for effective contract management?	Yes
Are sufficient Council and supplier resources available?	Yes
Is everybody involved in contract management aware of their responsibilities	Yes
Are you clear about the arrangements for contract review meetings?	Yes
How will the contract and relationship management operate throughout the contract?	

## Strategic Procurement

### CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

Contract monitoring meetings will be quarterly. A commissioner has been identified within the Council who will be the key liaison officer for the service and contract management. Each quarter, the provider will submit a pre-determined performance report ahead of each contract meeting along with an invitation to add any items to the agenda. Each agenda will include fixed items including Management Information, Key Performance Indicators, Service Improvements, Complaints Monitoring, Risk Register, Health & Safety and Finance.

## 8. ACHIEVABILITY

### 8.1 Risk

What are the key risks moving forward?

No risks identified with this interim contract.

How will these be managed/escalated?

Any future risks will be managed by the Provider and Council working closely together utilising forums such as regular contract monitoring meetings to identify and manage risks to the contract.

### 8.2 Lessons learned

What are the main lessons learned to date?

Not applicable