

## Notice of NON KEY Executive Decision containing exempt information

<b>Subject Heading:</b>	Havering Virtual School Recording and Reporting System
<b>Decision Maker:</b>	Tara Geere, Assistant Director Children's Services
<b>Cabinet Member:</b>	Cllr Oscar Ford
<b>SLT Lead:</b>	Robert South, Director of Children's Services
<b>Report Author and contact details:</b>	Justine Wilson-Darke, Head of Havering Virtual School, <a href="mailto:Justine.wilson-darke@havering.gov.uk">Justine.wilson-darke@havering.gov.uk</a> 01708 431365
<b>Policy context:</b>	This relates to the Virtual School Policy and the requirements under Department for Education Statutory Guidance for Virtual Schools (2018).
<b>Financial summary:</b>	The maximum contract value outlined in the Invitation to Tender document was £172,800 over the 3 year period. 4 providers submitted their quotes and the panel agreed to award the contract to eGov Solutions at the cost of £95,382 (+VAT) over 3 years. The new contract will generate cashable savings.
<b>Relevant OSC:</b>	Not applicable
<b>Is this decision exempt from being called-in?</b>	The decision will be exempt from call in as it is a Non key Decision

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**The subject matter of this report deals with the following Council Objectives**

Communities making Havering	x
Places making Havering	x
Opportunities making Havering	x
Connections making Havering	[]

## Non-key Executive Decision

### Part A – Report seeking decision

#### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To agree to award the contract for an online reporting and recording system for Havering Virtual School to eGov Solutions Ltd for a term of 3 years at a value of £95,382. The maximum tender envelope was £172,800. We went out for competitive quotes and have awarded based on the criteria and the award demonstrates best value and use of the statutory funding available for these statutory duties.

#### AUTHORITY UNDER WHICH DECISION IS MADE

##### 3.4 Powers of Second Tier Managers

Contract powers (a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

#### STATEMENT OF THE REASONS FOR THE DECISION

The Council has contracts with 3 separate providers to deliver aspects of the reporting and recording system for Havering Virtual School. All contracts expire at the end of August 2022. For reasons of efficiency, including cost efficiency, it has been agreed that the provision will be amalgamated into one single contract to commence on 1 September 2022

The reporting system is required in order to facilitate aspects of the Council's statutory duties to Looked After children.

There are nationally only 4 providers of this type of support to Virtual Schools and a Request for Quotation (RFQ) via a "Quick Quote" process was sent to all 4 providers to ensure competitiveness.

All 4 submitted their quotes and the decision has been made to award to eGov Solutions who achieved the highest score on the Quality (30%) and Value (70%) criteria outlined in the invitation to tender document.

The decision demonstrates best value.

Level 2 – Sub-Criteria	Level 2 – Sub-Criteria Weighting	Consensus Score Awarded	Score Calculation	Score Awarded
Question 1	20%	3/5	(3/5) x 20	12
Question 2	10%	3/5	(3/5) x 10	6

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		<b>Total Weighted Quality Score for <u>Bidder 4 – eGov Solutions</u></b>		<b>18</b>
		Bid price = £95,382 for 3 years		<b>88</b>
		Finance score = 70		
		<b>Final score (Quality + Finance)</b>		
<b>Level 2 – Sub-Criteria</b>		<b>Consensus Score Awarded</b>	<b>Score Calculation</b>	<b>Score Awarded</b>
Question 1		4/5	(4/5) x 20	16
Question 2		3/5	(3/5) x 10	6
		<b>Total Weighted Quality Score for <u>Bidder 1</u></b>		<b>22</b>
		Bid price = 144,251 for 3 years		<b>68.28</b>
		Finance score = 46.28		
		<b>Final score = 46.28+22</b>		
		<b>Consensus Score Awarded</b>	<b>Score Calculation</b>	<b>Score Awarded</b>
		4/5	(4/5) x 20	16
		3/5	(3/5) x 10	6
		<b>Total Weighted Quality Score for <u>Bidder 3</u></b>		<b>22</b>
		Bid price = £110,772.30 for 3 years		<b>82.27</b>
		Finance score = 60.27		
		<b>Final score (Quality + Finance)</b>		
<b>Level 2 – Sub-Criteria</b>		<b>Consensus Score Awarded</b>	<b>Score Calculation</b>	<b>Score Awarded</b>
Question 1		4/5	(4/5) x 20	16
Question 2		3/5	(3/5) x 10	6
		<b>Total Weighted Quality Score for <u>Bidder 2</u></b>		<b>22</b>
		Bid price = 172,392.63 for 3 years		<b>60.72</b>
		Finance score = 38.72		
		<b>Final score (Quality + Finance)</b>		

The current cost for 3 contracts is £22,667.70 per annum. This is for the delivery of

- 240 ePEPs for our CiC
- 150 CiC 4-16 years attendance monitoring (these are the same children as above)
- 80 post 16 attendance monitoring
- Total = 320 children

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The new extension requirements for all Virtual Schools means we also have a responsibility to ensure that all children with a Social Worker have improved educational attainment and attendance. There has also been an increase in the number of children in our care in Havering. Therefore the new contract is for the delivery of 264 ePEPs; attendance monitoring for 892 children (264 daily monitoring + 628 half-termly monitoring). The numbers for our children in care, with a CIN or CP Plan have increased since the end of the pandemic but current work in the Children's Social Care services is working towards maintaining and reducing this number. Demand remains stable.

Costs for all providers will also include fixed set up costs, running costs and training.

The contract we are awarding to is £31,794 per annum covering the current and new recording and reporting duties.

The current contract unit cost for 320 children is £70.83 per child; and new contract value, which will cover 892 children per annum at a unit cost £35.64 per child. This evidences an efficiency in this budget area.

This is fully funded using the Pupil Premium LAC grant (A38395) and the Section 31 funding for the Extension of Virtual School duties grant (A33230) which outline our statutory requirements to all children with a social worker. The current and new duties have been agreed between the Department for Education and the Director of Children's Service, Havering.

### **OTHER OPTIONS CONSIDERED AND REJECTED**

Contract extension: We considered if it would be possible to extend the current arrangements for delivery of the work which is currently across 3 providers. This was rejected as an extension last year had already been granted on one contract on the condition there was a retendering process, and drawing all contracts into a single place makes economic and practical sense.

Do Nothing: This is not an option as the software is required to support discharge of the Council's statutory duties to looked after children.

### **PRE-DECISION CONSULTATION**

Not applicable

### **NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Justine Wilson-Darke  
Designation: Head of Havering Virtual School

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Signature:

A handwritten signature in black ink, consisting of a stylized, cursive letter 'J' followed by a horizontal line.

Date: 22.8.22

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

The Council has power to award the contract under the general power of competence contained in section 1 of the Localism Act 2011 which allows the Council to do anything that an individual may do subject to any statutory constraints on the Council's powers. None of the constraints on the Council's s.1 power are engaged by this decision.

The Council also has power to award the contract under s111 Local Government Act 1972 which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The estimated value of the contract is £95,382 which falls below the Public Contracts Regulations 2015 (PCR 2015) threshold for services contracts. The contract is not caught by the full regime of the PCR 2015 but the procurement must comply with the general principles of equality of treatment, non-discrimination, transparency and proportionality. The RFQ process used complies with these principles.

For the reasons set out above, the Council may award the contract.

### FINANCIAL IMPLICATIONS AND RISKS

The paper is requesting to agree to award the contract for an online reporting and recording system for Havering Virtual School to eGov Solutions Ltd for a term of 3 years at a value of £95,382, yearly £31,794.

The current contract was delivered by three different providers costing in total £22,667.70 per annum, covering 320 children, at a unit price of £70.83 per child. The new contract will cover 892 children at a cost of £35.64 per child. At unit price level there is a reduction of £35.19 per child or c49.68% lower. The increase in the overall contract value is due to more cases being dealt with but covered at a reduced unit price.

The value for money has been addressed by the Quality (30%) and Value (70%) tender evaluation and evidenced by the lower unit price explained above. The increase of cases from 320 currently to 892 under the new contract (c179% increase) is due to Extension of Virtual School duties. Due to such an increase in cases the new contract will cost c£9k more than existing spend and this is despite of c49.68% reduction in unit price.

The current budget is funded from Pupil Premium LAC grant (A38395) and the Section 31 funding for the Extension of Virtual School duties grant (A33230) and is forecasting a breakeven. It is anticipated that the extra cost of c£9k, because of the new contract, will be absorbed within the existing budget and not cause a pressure. This will be achieved by reducing other spending items within the existing budget.

The demand cannot proactively be reduced as this is a statutory service covering children who are being sexually and emotionally abused and harmed, exploited and

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neglected and in need of protection. Our responsibility as a Virtual School is to ensure that all children with a social worker have the same educational opportunities and support as those children who do not. We have specific duties to discharge with regards to our Children in Care around all having a termly PEP and regular attendance and attainment monitoring and support. Our statutory duty is their education and we are required to do this for children.

#### **HUMAN RESOURCES IMPLICATIONS AND RISKS**

None. There are no TUPE issues relating to the change in contracts.

#### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

An Equalities Assessment has been completed as a background paper.

#### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

None

#### **BACKGROUND PAPERS**

Equalities Assessment

#### **APPENDICIES**

None



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**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed



Name: Tara Geere

Assistant Director, Children's Services

Date: 23.8.22

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_