

NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet, or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, J-P Campion, as Strong Leader, delegate the decision on being the lead authority in the procurement of Level Access Showers detailed in the Forward to the Cabinet Member detailed below;

Cabinet Member: Councillor Julian Phillips

Dated:

9th March 2012.

Signed:



Leader of the Council

NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me by the Leader, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Procurement of Level Access Showers	Delegated authority be granted to the Director of Economic Prosperity and Place to award the framework contract	To realise cost savings per grant and thereby enable more disabled people to have their needs met.	12.3.12

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated: 12th March 2012
 Signed: JAC PHILLIPS
 Councillor: JULIAN PHILLIPS
 Cabinet Member

To: Cabinet Member, Cllr J Phillips

From: Mike Parker
Director of Economic Prosperity and Place
Ext. 2500

13th March 2012

Procurement of Level Access Showers

1. PURPOSE OF REPORT

- 1.1 To grant delegated authority to the Director of Economic Prosperity and Place to set up the framework contract for procurement of level access showers by selecting contractors in accordance with the evaluation model set out in this report and Rule 19 of the Contract Procedure Rules. Level access showers are procured on behalf of people who have applied for disabled facilities grants.

2. RECOMMENDATION

The Cabinet Member is asked to DECIDE that:

- 2.1 **The evaluation criteria set out in section 4 of this report is used to determine the contract framework for procurement of level access showers.**
- 2.2 **Delegated authority be granted to the Director of Economic Prosperity and Place to award the framework contract**

3. BACKGROUND

- 3.1. The Council has a mandatory duty to provide grants for disabled facilities to eligible persons. The scope of works eligible is detailed in legislation and typical work includes level access showers and stairlifts. Out of a total annual budget of £800k, approximately £400k is spent on level access showers.
- 3.2 The Council uses the services of the Worcestershire Home Improvement Agency to manage the process and assist eligible persons in their applications. This service was jointly procured by the six District Councils of Worcestershire and Supporting People in 2010.
- 3.3. Recently an exercise has been undertaken on cost comparison for level access showers with our District Council partners; it found that the average cost for a level access shower in Wyre Forest is higher than in other areas of Worcestershire.
- 3.4 There is a backlog of cases that could not be funded from the current budget if all eligible persons were to apply directly to the Council and the budget is under pressure as additional "top-up" funding from the Council (in addition to the government grant) ends in 2012/13. A review of future funding for disabled facilities grants is being undertaken and will be the subject of a separate report later in 2012.
- 3.5 The Council has been working together with other Councils in Worcestershire and the Home Improvement Agency service on a joint procurement exercise for level

access showers in the expectation that this will lower the costs of individual installations.

4. **KEY ISSUES**

- 4.1 In line with the Council's continuing strategy of collaborating this contract will be let with the five other district councils in Worcestershire. Wyre Forest District Council is leading the procurement process.
- 4.2 The combined value of the contract falls under the EU works threshold of £4,348,350. Therefore there is no statutory requirement to advertise the contract through an Official Journal of the European Union (OJEU) notice. However, the requirement will be advertised on Worcestershire County Council's website which is linked to 'Find It In Worcestershire'.
- 4.3 Due to the anticipated interest in this contract, the contract will be subject to two part procurement. Part one will be a Pre Qualification Questionnaire (PPQ); part two will be the Invitation to Tender (ITT).
- 4.4 The contract will be awarded on 60/40 split in favour of quality over price. The indicative quality criteria are as follows

Quality Standards and continuous improvement	20 %
Skills & Knowledge of undertaking Shower adaptations	20 %
Customer Care / Customer Relations	20 %

- 4.5 An evaluation panel comprising of members of Chief Housing Officer Group and the Home Improvement Agency will evaluate the tenders in line with the above evaluation criteria
- 4.6 The indicative time line for procurement is as follows
- | | |
|-------------------------------------|---------|
| Advertise the requirement | 2 Weeks |
| Issue PQQ documents | 1 Day |
| Return of PQQ Documents | 4 weeks |
| Issue ITT Documents | 1 day |
| Return of ITT Documents | 6 Weeks |
| Evaluation of tenders | 2 Weeks |
| Award of Contract/Standstill Period | 10 days |
- 4.7 The contract will be let as a framework agreement with a minimum of 5 suppliers awarded the contract. Further competition will be required between the suppliers on the framework. The further competition within the framework will be on price alone as the quality elements will have been evaluated during the tender stage.
- 4.8 A standard specification for works has been developed and has incorporated a pricing schedule that forms the basis of the evaluation of costs. This standard specification has been agreed by the Councils and the Home Improvement Agency.

5. FINANCIAL IMPLICATIONS

- 5.1 The procurement of level access showers through a framework agreement should enable significant savings per grant awarded. However, it is not anticipated that the overall budget required will be able to be reduced as the demand for adaptations is still currently more than budget.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The procurement process will be undertaken in line with the Council's Contract Standing orders. The value of the contract is below the EU Threshold.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 The provision of Disabled Facilities Grants had an equality impact needs assessment in 2009.

8. RISK MANAGEMENT

- 8.1 There is a risk in the process that lower value costs for level access showers is not secured or that not enough contractors bid for the work to meet the demand across the County.
- 8.2 There is also a risk that local businesses will lose work as a result of this process if larger national companies bid for and secure the work.

9. CONCLUSION

- 9.1 The procurement of level access showers through this proposed framework should realise average cost savings per grant and thereby enable more disabled people to have their needs met. This is one measure amongst a number already taken and others yet to be considered that aim to ensure the Council can meet its mandatory duties on disabled facilities grants.

10. CONSULTEES

- 10.1 The Worcestershire Care and Repair Agency, the five other district councils in Worcestershire and the Worcestershire Occupational Therapy Service have been consulted in the preparation of the specification/pricing schedule and proposed pre-qualification questionnaire and tender evaluation criteria.

11. BACKGROUND PAPERS

- 11.1 None.