

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 7 September 2015

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	Award of Contract –Support Services for Community and Voluntary Services, Fareham
<b>Report of:</b>	Director of Community
<b>Strategy/Policy:</b>	Leisure Strategy
<b>Corporate Objective:</b>	Strong and inclusive Communities

#### **Purpose:**

This report considers the tenders that have been received for the provision of a support service to assist the community and voluntary sector in the Borough of Fareham.

#### **Executive summary:**

Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The Council recognises the importance of well-supported, effective community and voluntary activities and how these encourage residents to lead a full and active life.

Following a report to the Executive in March of this year, a number of options were suggested for providing targeted support and assistance to the local community groups and organisations in Fareham.

The Executive approved the option to tender the service and seek expressions of interest from community and voluntary sector organisations to operate the service. Interested parties were invited to explain how they planned to run the service, whilst exploring new emerging collaboration opportunities and working to promote greater efficiency.

In total, six tenders were received and four were evaluated by officers and the Panel of three members from the Leisure & Community Policy Development & Review Panel.

This report provides the Executive with information regarding the tenders received and seeks approval to award the contract.

**Recommendation/Recommended Option:**

That the tender submitted by the contractor ranked in 1st place (as set out in the confidential appendix), being the most advantageous tender received, be accepted and the contract awarded to the organisation.

**Reason:**

In order to sustain the varied range of local community and voluntary groups in the Borough, the Council has provided a resource to assist the Council in supporting a robust and active, community and voluntary sector in the Borough.

**Cost of proposals:**

The cost of the service is to be met from the Council's Community Development budget and is the subject of this Executive award decision. Should there be any additional costs related to decommissioning the existing provider, this will be funded from existing budgets. At this stage it is unclear whether there will be any issues associated with the commencement of the new arrangements.

**Appendices:**

**A:** Executive briefing paper detailing tender prices and evaluation results (*Exempt from publication by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*)

**Reference papers:**

**2 March 2015, Report of the Executive - Proposed Funding Arrangements for Community Action Fareham (CAF) - 2015-16**

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## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	7 September 20015
<b>Subject:</b>	Award of Contract –Support Services for Community and Voluntary Services, Fareham
<b>Briefing by:</b>	Director of Community
<b>Portfolio:</b>	Leisure and Community

#### INTRODUCTION

1. Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The Council recognises the importance of well-supported, effective community and voluntary activities. It is well documented how these informal opportunities meet local need and encourage residents to have full, active lives, as well as establishing a stronger connection to their local area.
2. Traditionally such support activity has been provided by Councils for Voluntary Service or CVS as they are more commonly known. CVSs work for the benefit of local residents, community groups or organisations and they offer support to a range of community organisations across a raft of issues. This includes the provision of services and activities to meet the recreational and social needs of local residents, either as individuals, through volunteering opportunities or through working as part of a group or organisation that may be involved with community activities.
3. In the past, local CVSs have been funded jointly by both the District Council and the County Council. However, in light of the significant changes made by Hampshire County Council (HCC) in relation to its funding priorities, the focus for funding the voluntary and community sector has moved away from traditional priorities. Instead focus is now very service specific (i.e. supporting the work of Adult Services and Children's Services) which is not the responsibility of the local borough council.
4. As such, Fareham Borough Council has been very clear that its priorities should remain focussed on the needs identified among the community sector in Fareham. These have been recognised through a county-wide consultation undertaken in partnership with each of the eleven Borough and District Councils and their respective local communities. The issues identified in terms of what support is most needed within the voluntary sector have been used to determine the best use of the resources. Therefore a set of local priorities, referred to as the 'Big 3' have been established which support the priorities that local voluntary and community groups most require in the Borough of Fareham.

5. Following a report to the Executive in March of this year, Members identified that they wished to maintain a strong focus on support for generic community and voluntary sector organisations. A number of options were suggested for providing targeted support and assistance to the local community in Fareham and the Executive approved the option to tender the service.
6. Through the Council's Procurement Portal, interested parties were invited to detail how they planned to run the service, and also how they proposed to explore new emerging collaboration opportunities and ways of working which promote greater efficiency.
7. An invitation to tender for this project was issued on the 18 May 2015 via the South East Business Portal. This was an open tender to voluntary and community sector organisations and as well as being used to establish interest, the tender was also used to determine an accurate cost for providing support services to the community and voluntary sector.

## **PROPOSAL**

8. On the 3 July 2015 six tenders were received and opened by Democratic Services and the Council's Procurement Officer. The tender price details are presented in the confidential Appendix A.

## **EVALUATION PROCESS**

9. The contract documents defined a pre-determined scoring mechanism whereby tenders are assessed on best quality of service, best value for money and the proposed service being suggested.
10. Two of the six tenders did not meet the requirements as defined in the specification and therefore were not evaluated.
11. The remaining four tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all four tenders received are represented in the confidential appendix A.
12. Tenderers were required to complete a 'Tenderers Compliance and Response' pro-forma. This enabled officers to score the quality and service elements of their submission, assessing their method of approach to delivering the service.
13. Based on the evaluation of the tenders received, four bids have been ranked in order of economic advantage to the Council.
14. The shortlisted tenders were further evaluated by an Officer and Member Evaluation Panel made up of 3 elected members from the Leisure & Community Policy Development & Review Panel (Councillors Mrs C L A Hockley (Chairman), Mrs K K Trott and Mrs S Pankhurst).
15. The four organisations were then invited to make a formal presentation to an Officer and Member Panel. As well as scrutinising the detail of the proposed service, those organisations shortlisted were also given a scenario to consider and respond to through a formal presentation.
16. Following this process, each organisation was scored on a number of key areas

as detailed in the tender documentation. The most advantageous supplier, which achieved the highest overall combined score, is now recommended for the award of the contract.

### **FINANCIAL IMPLICATIONS**

17. The costs associated with this contract will be financed from the Council's Community Development budget for which sufficient provision has been allocated.

### **CONCLUSION**

18. Having followed the Council's Contract Standing Orders and implemented a stringent procurement process, from an initial six tenders; four valid tenders were taken forward for further evaluation. The four tenders were considered and reviewed by an Evaluation Panel, consisting of elected members and officers.
19. Following a presentation and a formal scoring process, it is recommended that the most advantageous tender received, ranked 1<sup>st</sup> in the confidential appendix to this report, be accepted. It is proposed that subject to satisfactory references, a contract is awarded to the successful organisation for the provision of support services to the community and voluntary sector in Fareham.