

**1. BUSINESS CASE – WHY THE PROCUREMENT IS NEEDED**

The CfSSW requires a high-quality venue that will assist in selling training course places effectively to partner authorities. It needs to be an external venue that will facilitate access for students from partner authorities in the north of the UK, who travel into London via either Euston or King's Cross rail stations.

The contracted venue needs to provide both high quality accommodation and a high level of cost effectiveness. The Centre's forecast budget for external training accommodation is £53,213 per year and this can only be increased if the fees it charges for training are increased.

The current contract with the NCVO is due for renewal with effect from 1 April 2019. Approval is required for a direct contract award led by RBKC and accessed through an inter-authority agreement by Hammersmith & Fulham to continue contract provision from 1 April 2019 to 31 March 2020. The estimated cost of using the NCVO from April 2019 to March 2020 is £164,101, to be shared between Hammersmith & Fulham, RBKC and WCC.

**2. FINANCIAL INFORMATION**

The CfSSW's income from partner authorities for the financial year 2020/21 onwards will be based on a full cost recovery model. The amount budgeted for external training venues is £53,213 per year in each of the three boroughs.

The Centre will therefore be seeking maximum value for money from its external training venue budget and the ability to accurately forecast venue costs for the next three years as it negotiates the challenges involved in moving to a full cost recovery model.

**3. OPTIONS APPRAISAL AND RISK ASSESSMENT**

Consideration has been given to using in-house venues for all courses, however the geographical location of the majority of the Centre's students precludes the use of training venues which are located more than 10 minutes' walk from Euston and King's Cross stations. A minority of students travel from boroughs in the south east of the country and these students can be reasonably expected to travel into central London for their training. We have, therefore, taken the decision to accommodate four of our courses within RBKC, where a high standard of accommodation is available along with logistical and IT support for trainers.

**4. THE MARKET**

The market for training venues in the targeted geographical area comprises hotels, which generally charge more than the available budget, and a range of voluntary and charity sector organisations. Within this latter sector, the amount and quality of adequate level of competition for this contract.

## **PROCUREMENT STRATEGY**

### **5. CONTRACT PACKAGE, LENGTH AND SPECIFICATION**

This contract will be let for 1 year with 3 possible 12-month extension periods subject to performance and budget. The cost to Hammersmith & Fulham over 4 years will be £200,000 and it is envisaged RBKC will be the lead borough to contract with the new venue provider. KPIs and initial monitoring requirements have been de shared with the Integrated Commissioning Directorate's Contract Management Team. Part of this monitoring by Family Services will include student feedback on the venue, it's facilities, and the helpfulness of the venue staff.

### **6. SOCIAL VALUE, LOCAL ECONOMIC AND COMMUNITY BENEFITS**

The quality evaluation criteria require the successful contractor to demonstrate that they add value to their local community.

### **7. PROCUREMENT PROCEDURE**

It is proposed that an OJEU compliant open procurement procedure will be undertaken to ensure a range of competitive bids from providers in the targeted geographical area however RBKC reserve the right to use the restricted procedure. The procurement will be led by colleagues from RBKC and WCC bi-borough teams and a contract notice will be placed in Contracts Finder and the capital e-sourcing portal.

### **8. CONTRACT AWARD CRITERIA**

It is proposed that bids from potential suppliers will be evaluated on a 60% price and 40% quality ratio according to the following criteria:

<b>Criterion</b>	<b>Marks</b>
10-minute walking distance from Euston or Kings Cross	Pass/fail
Able to accommodate majority of dates included in draft training schedule	Pass/fail
Classrooms, equipment and facilities	5
Catering	10
Staffing and customer care	10
Social value	5
Cost	60
<b>Total possible marks</b>	<b>100</b>

### **9. PROJECT MANAGEMENT AND GOVERNANCE**

The Centre for Systemic Social Work will be responsible for the monitoring and management of the contract. There will be annual contract review meetings with the provider

### **10. INDICATIVE TIMETABLE**

The indicative timetable for the awarding of this contract by RBKC is below however, it should be noted this is subject to change:

Tender Publication	October 2019
Evaluation and Moderation	November / December 19
Contract Award	March 2020

## 11. **CONTRACT MANAGEMENT**

Post award of the contract, day to day management of the relationship with the contractor will be undertaken by RBKC as hosts of the CfSSW. Annual contract monitoring meetings will be held with the provider which will be attended by a member of the Hammersmith & Fulham Commissioning Team to maintain oversight on performance and quality.