

**To be completed for Procurement Strategy / contract award  
where total spend is between £50,000 and £300,000**

DECISION MAKER (TITLE) – STRATEGIC DIRECTOR FOR THE ENVIRONMENT

Date: 16 March 2020

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**London Borough of Hammersmith & Fulham**

**Subject: Contract awards for the Impact Project (services against domestic violence)**

**Report of:** Felicity Charles, Community Safety Manager

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**1. RECOMMENDATIONS**

- 1.1. Appendix 2 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
- 1.2. That the Strategic Director for Environment, in consultation with the Deputy Leader, approves the award of the **Impact Project Performance & Review services** to Standing Together Against Domestic Violence (STADV) at a value of £25,000 per annum for a period of up to three years (one year contract from 1 April 2020 to 31 March 2021, with an option to extend for a further two years dependent on the availability of external funding beyond March 2021).
- 1.3. That the Strategic Director for Environment, in consultation with the Deputy Leader, approves the award of the **Impact Project Independent Domestic Violence Advocacy services** to Advance Advocacy Services (Advance) at a value of £75,000 per annum for a period of up to three years (one year contract from 1 April 2020 to 31 March 2021, with an option to extend for a further two years dependent on the availability of external funding beyond March 2021).

**2. REASON FOR DECISIONS**

- 2.1. On 2 September 2019 Cabinet approved the business case and procurement strategy for the Impact Project contracts, delegating contract award to the

Strategic Director of Environment in consultation with the Deputy Leader (see Appendix 1).

- 2.2. Only one tender was received for each of the contracts. The recommended providers tender submissions were scored at a tender assessment panel (TAP) and deemed to be acceptable. Details of the tender questions and considerations and scoring of the tender assessment panel are contained in appendix 2.

### **3. PROPOSALS AND ANALYSIS OF OPTIONS**

- 3.1. This procurement was conducted using the open procedure via the capitalEsourcing portal. Tenders were scored on cost (20% of total weighting) and quality criteria (80% of total weighting). Only one tender was received for each of the contracts.
- 3.2. One tender was received for the Performance and Review Service, from STADV. The tender was examined and scored by the TAP and they have recommended that STADV are awarded the contract for the services for a period of up to three years (one year from 1 April 2020 to 31 March 2021, with an option to extend for a further two years dependent on the availability of external funding beyond March 2021). The moderated tender score was 83.2/100 (20/20 price and 63.2/80 quality).
- 3.3. One tender was received for the Independent Domestic Violence Advocacy Service, from Advance. The tender was examined and scored by the TAP and they have recommended that Advance are awarded the contract for the services for a period of up to three years (one year from 1 April 2020 to March 2021-, with an option to extend for a further two years dependent on the availability of external funding beyond March 2021). The moderated tender score was 78.8/100 (20/20 price and 58.8/80 quality).

### **4. FINANCIAL IMPACT**

- 4.1. The services are entirely funded from the London Crime Prevention Fund (LCPF) settlement from the Mayor's Office for Policing and Crime (MOPAC). This funding is allocated to councils in two-year tranches. The current funding cycle runs to March 2021 – hence the recommendation to award the contracts for an initial period of one year (to align with the confirmed funding available). The Council expects to be notified of its funding allocation for 2021/22-2022/23 in late 2020. On confirmation of the next 2-year funding allocation, officers will be in a position to either recommend extending the contracts for the further two-year period, or to vary the services or seek alternative funding options should the level of LCPF funding be significantly reduced. Any contracts beyond April 2021 must be agreed and managed within the funding available.

- 4.2. The 2020/21 budget available for the contracted services is £25,000 for the Performance and Review service and £75,000 for the Independent Domestic Violence Advocacy Services. Both tenders received are within the funding available).
- 4.3. Implications completed by: Kellie Gooch, Head of Finance – the environment, Tel. 0208 753 2203. Implications verified by: Emily Hill, Assistant Director for Finance, Tel. 0208 753 3145.

## **5. LEGAL IMPLICATIONS**

- 5.1. This report recommends the award of a contract for the Impact Project performance and review services to Standing Together Against Domestic Violence for a value of £25,000. The contract term is one year with an option to extend for a further 2 years, which would make the total value £75,000.
- 5.2. This report also recommends the award of a contract for Impact Project independent domestic violence advocacy services to Advance Advocacy Services for a value of £75,000. The contract term is one year with an option to extend for a further 2 years, which would make the total value £225,000.
- 5.3. Therefore, the lifetime value across the two contracts is £300,000 for the full term. This exceeds the current EU threshold for Services of £189,330 set out in the Public Contracts Regulations 2015 ('PCR'). Therefore the PCR applies in full.
- 5.4. In accordance with the PCR, the process for inviting and evaluating tender must have been conducted in accordance with the EU Treaty principles of equal treatment, non-discrimination, transparency and proportionality.
- 5.5. Paragraph 3.1 states that the procurement of these two contract was conducted using the open procedure and is therefore compliant with the requirements under the PCR.
- 5.6. As there was only tenderer for each of the contracts, the Council is exempt from sending notices to all tenderers and from entering into a standstill period (regs. 86(5)(b) and 87(1) PCR),
- 5.7. The Council must publish a contract award notice in OJEU within 30 days of awarding the contracts (reg. 50(1) PCR). The Council must also publish a notice on Contracts Finder within a reasonable time stating at least the name of the contractor, the date on which the contract was entered into and the value of the contract (reg. 108(1) and (2) PCR).
- 5.8. Implications completed by: Natasha Barlow, Paralegal and Hannah Ismail, Solicitor at Sharpe Pritchard on secondment to the Council, [hismail@sharpepritchard.co.uk](mailto:hismail@sharpepritchard.co.uk)

LIST OF APPENDICES:

**Appendix 1 - Cabinet Decision to approve procurement strategy**  
**Exempt Appendix 2 - Results of Tender Assessment Panel**