



# Cabinet

23 JULY 2012

**CABINET MEMBER  
FOR COMMUNITY  
CARE**

*Councillor Marcus  
Ginn*

**PROCUREMENT OF THE PROVISION OF AN OUT OF  
HOSPITAL STROKE SUPPORT SERVICE FOR  
LONDON BOROUGH OF HAMMERSMITH & FULHAM  
AND ROYAL BOROUGH OF KENSINGTON & CHELSEA  
AND A STROKE SUPPORT AND INFORMATION  
SERVICE FOR LONDON BOROUGH OF  
HAMMERSMITH & FULHAM ONLY**

**Wards:  
All**

The proposed Framework Agreement will be for an initial term of two and a half year period from 1 October 2012 to 31 March 2015 with provision to extend for a further two periods of twelve months each.

A separate report on the exempt part of the Cabinet agenda provides exempt information on the procurement process and on costs.

**Recommendations:**

**CONTRIBUTORS**

Chief Officers  
EDFCG  
DLDS  
DPITS  
ADHRBC

- 1. That approval be given to procurement using Restricted Procedure of a framework for an Out of Hospital Stroke Support Service for London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea, and a Stroke Support and Information Service for London Borough of Hammersmith & Fulham only.**
- 2. That following evaluation of the Pre Qualification Questionnaires and in accordance with Council Contract Standing Orders, the short list of tenderers who will be invited to tender is approved by the Leader and the Cabinet Member for Community Care.**
- 3. That authority be delegated to the Cabinet Member for Community Care, in conjunction with the Tri-Borough Executive Director of Adult Social Care, to award the contract for an Out of Hospital Stroke Support Service for London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea and a Stroke Support and Information Service for London Borough of Hammersmith & Fulham only.**

**HAS THE REPORT  
CONTENT BEEN  
RISK ASSESSED?  
YES**

**HAS A EIA BEEN  
COMPLETED?  
YES**

## **1. BACKGROUND**

- 1.1 Effective out of hospital stroke support services allow early hospital discharges for patients admitted after suffering strokes. This is evidenced by a model currently operating in Westminster. Out of hospital services address not only the clinical and rehabilitation needs of the stroke survivor but also their practical and emotional needs and those of their family and carers. Early supported discharge services enable an earlier than usual seamless transfer of care from hospital to home. This gives stroke survivors the opportunity to continue rehabilitation, while being supported in their own surroundings and with input from a specialist stroke team. A recent review concluded that early supported discharge is an essential component of a comprehensive stroke service, which enables more stroke survivors to be independent and continue living at home as well as reducing long-term mortality and institutionalisation rates for up to half of patients. These in turn reduce the overall cost of strokes.
- 1.2 The current Hammersmith & Fulham Stroke Support and Information Service provides community support for people newly diagnosed with strokes, their families and carers. The ongoing support covers information, advice, and advocacy following discharge from hospital. The service works with other professionals to facilitate an effective and seamless transfer of care from the acute setting to the community. The contract for this service which is held by the Stroke Association is due to time expire on 31 August 2012 and will be extended for a further month.

## **2. JOINT PROCUREMENT**

- 2.1 The creation of the Inner North West London Cluster of PCT's has enabled a greater coherence in the planning and commissioning of services across the three boroughs. The proposed service evidences how services can be designed to meet a common need across more than one of the three borough areas.
- 2.2 Where services are provided across more than one borough area they can be procured with the cost benefit of economies of scale in terms of lower unit costs and fixed overheads.
- 2.3 The Tri Borough Commissioning and Contracting hub is hosted by Hammersmith & Fulham. Based within this hub are Procurement staff who will undertake this procurement exercise.
- 2.4 As Hammersmith & Fulham are the lead authority the procurement will be conducted in accordance with this authority's Contract Standing Orders. A Project Group has been established which is chaired by the Senior Joint Commissioning Manager, Inner North West London Cluster PCT's and attended by Tri Borough Commissioning and Procurement Officers. The Project Group is awaiting nomination of a specialist stroke clinical advisor.

The Project Group will be supported by finance and corporate procurement and legal officers from Hammersmith & Fulham. Legal advice to support the procurement exercise will be provided by Hammersmith & Fulham Legal Services Department.

- 2.5 The existing Stroke Support and Information Service is wholly funded by Hammersmith and Fulham and this will not change under the new contracting arrangements. Consequently the service will initially continue to only be accessed by Hammersmith & Fulham.

### **3. TENDERING EXERCISE**

- 3.1 An advert will be placed in an appropriate journal inviting tenderers to apply. As this is an EU Part B Service the Council will not be publishing a contract notice in OJEU but to demonstrate compliance with transparency requirements the tender will be conducted under the Restrictive Procedure. The Restrictive Procedure has been selected as opposed to the Open Procedure as the Project Board considers there are a reasonable number of providers in this market.
- 3.2 The PQQ will be used to draw up a shortlist of five tenderers for each service who will proceed to the Invitation to Tender (ITT) stage. Tenderers will have the option of indicating at PQQ stage whether they intend to be considered for either of the two services or both.
- 3.3 The contract(s) will be awarded based on the most economically advantageous tender and in accordance with the Tender Evaluation Model.
- 3.4 The initial term of the Framework Agreement is expected to run from 1 October 2012 to 31 March 2015.

### **4. RISK MANAGEMENT**

- 4.1 The subject of this report will be included on a departmental or corporate risk register.
- 4.2 The main risk associated with any tendering exercise is the failure to meet timetable deadlines and thereby not achieve the proposed contract start date. This would impact on continued service delivery if contingency arrangements with the current provider of the Stroke Support and Information Service cannot be arranged. The Out of Hospital Stroke Support service is a new service.
- 4.3 This procurement exercise is being conducted in accordance with the authority's Project Management Tool kit. If slippage occurs in the tendering timetable outstanding milestone dates are reviewed and adjusted accordingly. Should any delays to the tendering timetable mean the proposed contract start date is not achievable officers will communicate with the

existing provider of the Stroke Support and Information Service to affect a continuation of current contractual arrangements.

## **5. EQUALITY IMPLICATIONS**

- 5.1 The Equality Impact Assessment has demonstrated that the activity has a low impact with regard to the Public Sector Equality Duty and a positive impact with regard to any protected characteristic(s).

## **6. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE**

- 6.1 The Out of Hospital Stroke Support Service will be fully funded from a combination of Hammersmith & Fulham PCT's Reablement monies passported to the Local Authority.
- 6.2 The Stroke Support and Information Service will be met from an ear-marked reserve which will fully meet the known commitments arising within the duration of the contract.
- 6.3 There are no capital implications associated with this project.
- 6.4 Other comments are in the separate report on the exempt Cabinet agenda.

## **7. COMMENTS OF THE DIRECTOR FOR LEGAL AND DEMOCRATIC SERVICES**

- 7.1 The recommendations in this report are endorsed by the Director for Legal & Democratic Services.

## **8. COMMENTS OF THE DIRECTOR FOR PROCUREMENT & IT**

- 8.1 The service is defined as a Part B Service for the purposes of the Public Contracts Regulations 2006 (as amended), and therefore not subject to EU procurement rules but to demonstrate compliance with the transparency requirements the tender will be conducted under the Restrictive procedure.
- 8.2 It will be subject to Hammersmith and Fulham's Contract Standing Orders as the lead borough and Procurement advice on this project is currently being provided through its Corporate Procurement Division.
- 8.3 By collaborating with other RB Kensington & Chelsea on joint tendering exercises the Council will achieve value for money through greater economies of scale. This is in line with the Council's Procurement Strategy.

## 9. CONCLUSION

- 9.1 That Cabinet agree to the procurement of an Out of Hospital Support Service for Hammersmith and Fulham and Kensington and Chelsea and a Stroke Support service for Hammersmith and Fulham. Also that in accordance with Council Contract Standing Orders the shortlist of tenders who will proceed to Invitation to Tender stage is approved by the Cabinet Member for Community Care and that authority is delegated to the Cabinet Member for Community Care, in conjunction with the Tri Borough Executive Director of Adult Social Care, to award the contract for the Out of Hospital Stroke Support Service and the Stroke Support and information Service. This will enable contract award and commencement sooner than would be possible if Cabinet were to award the contract.

### LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	All background papers relating to procurement.	Tim Lothian Procurement Manager, Hammersmith & Fulham Community Services Department  Tel: 020 8753 5377	CSD Partnerships & Procurement 3 <sup>rd</sup> Floor 77 Glenthorne Road Hammersmith London W6 0LJ
2.	All background papers relating to commissioning	Paula Arnell Senior Joint Commissioning Manager Inner North West London Primary Care Trusts  Tel: 0203 350 4361	Inner North West London Primary Care Trusts 15 Marylebone Road London NW1 5JD
<b>CONTACT OFFICER: Tim Lothian</b>		<b>NAME: Tim Lothian EXT. 5377</b>	