

Date: 15 March 2021
Ref: LCC/CFS/TC/2021/01
Contact: CFS Commissioning Support
Email: cfscommissioningsupport@leics.gov.uk

**OUTCOME OF TENDER PROCESS
ACCEPTANCE OF TENDER / INTENTION TO AWARD**

Framework: Short Breaks (Play & Leisure) and Domiciliary Care for Children with Disabilities Framework

ProContract Reference: DN508548

OJEU Reference: 2020/S 222-547437

Period of Framework: 01 April 2021 – 31 March 2022 (with options to extend up to 31 March 2025)

Dear Tenderer,

Thank you for submitting your tender dated 30 December 2020 in respect of the above framework.

We have now completed our evaluation of all tenders submitted. On the basis of this evaluation, I am pleased to confirm that Leicestershire County Council has decided to award a position on the framework to your organisation for:

Lot 2: Domiciliary Care

The Council will now be observing a ten-day calendar standstill period before entering into any contract in accordance with the requirements of regulation 87 of the Regulations. This period will conclude on Thursday 25 March 2021, and therefore the Council will not enter into the proposed contract before Friday 26 March 2021.

Please find attached Annex A, a report detailing the scores obtained by your company against LCC's evaluation criteria together with a reason for these scores.

As you know, during the procurement process there were a number of questions which we asked you to respond to, on the basis that we would only need to see supporting documentary evidence from successful tenderers following the award. We now require you to send us copies of the documents listed below:

Children and Family Services
Leicestershire County Council, County Hall, Glenfield, Leicestershire LE3 8RF
Telephone: 0116 232 3232 Email: childrensservices@leics.gov.uk

Jane Moore, Director, Children and Family Services
www.leics.gov.uk

- Insurance certificates:
 - £5m Public Liability insurance (each and every loss)
 - £10m Employers liability insurance
 - £2m Professional indemnity insurance


Please send these to us as a priority by return of message via the procurement portal by no later than 5pm on Wednesday 17 March 2021. Your position on the framework cannot commence until we have received and approved this documentation.

You are reminded that (as stated in the invitation to tender) no publicity regarding the framework or the award of any framework is permitted without first obtaining express written consent from Leicestershire County Council.

Please note that before the contract is completed, LCC will not be liable for any costs (or any other commitment you may enter into) as a result of your taking part in this procurement. Once the contract has been completed any liabilities of LCC for your costs will only be strictly as set out in the contract.

If you require further information in relation to the award decision please make contact by return of message via the procurement portal.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tom Common', written in a cursive style.

Tom Common
Head of Service SEND & Children with Disabilities
Children and Family Services

Annex A – Evaluation Report for

The award criteria for this procurement were as follows:

- **Supplier Questionnaire (pass/fail)** – All tenders were required to meet or exceed the minimum standards as stated in the invitation to tender in order to pass this stage and be included in the non-price evaluation.
- **Method statements Non-Price (100%)** – All tenders were required to achieve a score of '2' or '3' for each question in order to pass this stage and be awarded onto the framework.

Intention to award

It is our intention to award Lot 2 as follows:

Successful Tenderers	Supplier Questionnaire (Pass / Fail)	Method Statements (Non Price 100%)
<i>Lot 2 – Domiciliary Care</i>		
Diversity Social Care Ltd	Pass	89
FTM Dance CIC	Pass	67
MK Executive Care Ltd	Pass	78
SVK Care Ltd t/a Caremark	Pass	72
Woodleigh Healthcare Ltd	Pass	67

Method Statement Non Price Evaluation

Lot 2:

Q No	Question	Comments	Score
MS1	Service Delivery Overview	<p>The response provided a clear overview of the management structure, roles, responsibilities and the welcome pack for service users.</p> <p>A higher score could have been achieved by providing more detail on how the welcome pack aligned to the needs of each individual child/young person.</p>	2
MS2	Timing	<p>The response demonstrates that the tenderer has systems and procedures in place to manage the timing of visits. The response outlines a clear process for managing any difficulties in meeting time limits.</p> <p>A higher score could have been achieved by providing more detail on proactive communication with parents in advance of late visits and any measures in place if any issues occur with the Malinko system.</p>	2
MS3	Safeguarding	<p>The response demonstrates that the tenderer has robust policies and activities in place and demonstrates an understanding of local safeguarding procedures.</p>	3
MS4	Staff	<p>The response showed a consistent approach to ensuring staff knowledge, skills, competences starting in pre-employment and carrying on through recruitment, selection and working for the organisation. The response also showed a good understanding of challenging behaviour and bespoke training for staff working with children and young people who experience complex health needs.</p>	3
MS5	Service Delivery & User Views	<p>The response showed a good approach to capturing the child's voice and promoting accessibility, equality and diversity.</p> <p>A higher score could have been achieved by providing more detail of how compliments, complaints and comments are dealt with as they arise.</p>	2
MS6	Maximising Independence	<p>The response shows a person-centred personalised approach to care and activities are developed to meet the interests and needs of individual children and young people.</p>	2

	The response could have been strengthened by providing more information in the case studies on the outcomes that a young person is achieving through the interventions being made.	
Total Score		14
Maximum Score Available: 18 (Total Score / 18) x 100 = Total Weighted Score (out of 100)		78