


Cabinet 7 February 2017	 TOWER HAMLETS
Report of: Zena Cooke – Corporate Director Resources	Classification: Unrestricted
Contracts Forward Plan – Quarter Four (FY2016-2017)	

Lead Member	Councillor David Edgar, Cabinet Member for Resources
Originating Officer(s)	Zamil Ahmed – Head of Procurement
Wards affected	All wards
Community Plan Theme	One Tower Hamlets
Key Decision	Yes

1. EXECUTIVE SUMMARY

- 1.1. The Council's Procurement Procedures require a quarterly report to be submitted to Cabinet, laying down a forward plan of supply and service contracts over £250,000 in value, or capital works contracts over £5 million. This provides Cabinet with the visibility of all high value contracting activity, and the opportunity to request further information regarding any of the contracts identified. This report provides the information in period quarter four of the Financial Year.
- 1.2. Only contracts which have not previously been reported are included in this report.

2. DECISION REQUIRED:

Cabinet is recommended to:

- 2.1. Consider the contract summary at Appendix 1, and identify those contracts about which specific reports – relating to contract award – should be brought before Cabinet prior to contract award by the appropriate Corporate Director for the service area and
- 2.2. Confirm which of the remaining contracts set out in Appendix 1 can proceed to contract award after tender.
- 2.3. Authorise the Service Head - Legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 2 above.
- 2.4. Review the forecast forward plan schedule detailed in Appendix 2 and identify any contracts about which further detail is required in advance of the scheduled quarterly forward plan reporting cycle.

3. **REASONS FOR THE DECISIONS**

- 3.1. The Council's Procurement Procedures require submission of a quarterly forward plan of contracts for Cabinet consideration, and it is a requirement of the Constitution that "The contracting strategy and/or award of any contract for goods or services with an estimated value exceeding £250,000, and any contract for capital works with an estimated value exceeding £5,000,000, shall be approved by the Cabinet in accordance with the Procurement Procedures". This report fulfils these requirements for contracts to be let during and after the period Q4 of the Financial Year.

4. **ALTERNATIVE OPTIONS**

- 4.1. Bringing a consolidated report on contracting activity is considered the most efficient way of meeting the requirement in the Constitution, whilst providing full visibility of contracting activity; therefore no alternative proposals are being made.

5. **BACKGROUND**

- 5.1. This report provides the forward plan for the period Q4 of the Financial Year in Appendix 1, and gives Cabinet Members the opportunity to select contracts about which they would wish to receive further information, through subsequent specific reports.

6. **FORWARD PLAN OF CONTRACTS**

- 6.1. Appendix 1 details the new contracts which are planned during the period Q4 of the Financial Year. This plan lists all of the new contracts which have been registered with the Procurement Service, and which are scheduled for action during the reporting period.
- 6.2. Contracts which have previously been reported are not included in this report. Whilst every effort has been made to include all contracts which are likely to arise, it is possible that other, urgent requirements may emerge. Such cases will need to be reported separately to Cabinet as individual contract reports.
- 6.3. Cabinet is asked to review the forward plan of contracts, confirm its agreement to the proposed programme and identify any individual contracts about which separate reports – relating either to contracting strategy or to contract award – will be required before proceeding.
- 6.4. Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the Council's Tollgate process which provides an independent assessment of all high value contracts, and ensures that contracting proposals adequately and proportionately address both social considerations and financial ones (such as savings targets). The work of the Competition Board and Corporate Procurement Service ensures a joined-up approach to procurement.
- 6.5. The Tollgate process is a procurement project assurance methodology, which is designed to assist in achieving successful outcomes from the Council's high value contracting activities (over £250,000 for revenue contracts, and £5,000,000 for capital works contracts which have not gone through the Asset

Management Board approval system). All Tollgate reviews are reported to Competition Board, and when appropriate contract owners are interviewed by the Board; contracts require approval of the Board before proceeding.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1. This report describes the quarterly procurement report of the forward plan for Q4 of the Financial Year and beyond, to be presented to Cabinet for revenue contracts over £250,000 in value and capital contracts over £5 million.
- 7.2. Approximately £83.7M of goods, services and works will be procured from external suppliers. Procured services comprise around 40% of the Council's annual expenditure and control of procurement processes is thus crucial to delivering value for money for local residents as well as managing the risks that may arise if procurement procedures go wrong. Consideration of the plan by Cabinet operates as an internal control and also provides the opportunity for the Mayor to comment on specific procurements at an early stage.
- 7.3. Appendix 1 details 11 contracts that will be out to tender in Q4 of 2016/17. The annual value of these contracts is approximately £14m and the cost of these will be met through existing budgets.

8. LEGAL COMMENTS

- 8.1. The Council has adopted financial procedures for the proper administration of its financial affairs pursuant to section 151 of the Local Government Act 1972. These generally require Cabinet approval for expenditure over £250,000 for revenue contracts and £5m for capital works contracts.
- 8.2. Cabinet has approved procurement procedures, which are designed to help the Council discharge its duty as a best value authority under the Local Government Act 1999 and comply with the requirements of the Public Contract Regulations 2015. The procurement procedures contain the arrangements specified in the report under which Cabinet is presented with forward plans of proposed contracts that exceed specified thresholds. The arrangements are consistent with the proper administration of the Council's financial affairs.
- 8.3. Pursuant to the Council's duty under the Public Services (Social Values) Act 2012, as part of the tender process and where appropriate, bidders will be evaluated on the community benefits they offer to enhance the economic social or environmental well-being of the borough. This is in accordance with the Council's Procurement Policy Imperatives adopted at Cabinet on 9th January 2013. The exact nature of those benefits will vary with each contract and will be reported at the contract award stage. All contracts delivered in London and which use staff who are ordinarily resident in London will require contractors to pay those staff the London Living Wage. Where workers are based outside London an assessment will be carried out to determine if the same requirement is appropriate.
- 8.4. When considering its approach to contracting, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). Officers are expected to continuously consider, at every stage, the way in which procurements conducted and

contracts awarded satisfy the requirements of the public sector equality duty. This includes, where appropriate, completing an equality impact assessment as part of the procurement strategy, which is then considered as part of the tollgate process.

9. BEST VALUE (BV) IMPLICATIONS

9.1. The Council is required to consider the value for money implications of its decisions and to secure best value in the provision of all its services. The Council procures annually some £350m of supplies and services with a current supplier base of approximately 3,500 suppliers. The governance arrangements undertaking such buying decisions are set out in the Council's Procurement Procedures, which form part of the Financial Regulations.

9.2. Contracts listed in Appendix One are all subject to the Councils Tollgate process which involves a detailed assessment by Competition Planning Forum and Competition Board of the procurement strategy to ensure compliance with existing policies, procedures and best value duties prior to publication of the contract notice.

10. ONE TOWER HAMLETS CONSIDERATIONS

10.1. Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the tollgate process, and all contracting proposals are required to demonstrate that both financial and social considerations are adequately and proportionately addressed. The work of the Competition Board and the Procurement & Corporate Programme Service ensures a joined-up approach to procurement.

11. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

11.1. Contracts are required to address sustainability issues in their planning, letting and management. Again, this is assured through the Tollgate process, and supported through the Procurement & Corporate Programmes' Corporate Social Responsibility work stream.

12. RISK MANAGEMENT IMPLICATIONS

12.1. Risk management is addressed in each individual contracting project, and assessed through the tollgate process.

13. CRIME AND DISORDER REDUCTION IMPLICATIONS

13.1. There are no specific crime and disorder reduction implications.

14. EFFICIENCY STATEMENT

14.1. Contract owners are required to demonstrate how they will achieve cashable savings and other efficiencies through individual contracting proposals. These are then monitored throughout implementation.

15. APPENDICES

Appendix 1 – new contracts planned: Q4 of the Financial Year and beyond.

Appendix 2 – Cabinet Contract Forward Plan Forecast 2016-19

Appendix one – new contracts planned: Q4 of the Financial Year 16-17

Contract Ref & Title	DR5172 -Hard Facilities Management Services		
Procurement Category:	Construction & FM	Funding:	General Fund Revenue and Capital, Central Government school grant
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	December 16	Contract Duration and Extensions:	5 years with 2 year extension
Value P/A:	Circa £7m	Value Total:	Up to £49m
Reviewed by Competition Board <input checked="" type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

This contract will provide repairs and maintenance services to all non-domestic Council assets including administrative offices, children’s centres, community centres, libraries and shops. The service will ensure that Council buildings are safe to use, meet statutory legal safety legislation (compliance) and are wind and watertight. The contract will provide both the annual servicing and maintenance regime as well as providing a reactive maintenance service for day to day breakdowns and fabric repairs. The contract will enable small construction, refurbishment and replacement projects to be directly “called off” via a schedule of rates up to a value of around £250k. The contract will not be exclusive, and the Council will reserve the right to vary the buildings and services in scope by serving a contract variation.

Contracting Approach

The market for this service is mature and there are a wide range of models used across the public sector for delivering this service. Historically, the Council has used a discounted schedule of rates approach utilising multiple contractors and an order and supply method. This approach is administratively burdensome and has led to indifferent performance from the contractors due to the variable nature of ordering and often leads to long in periods for small projects and poor availability of tradespersons when reactive works are required.

The proposed contracting method for the new service will be to reduce the overall number of main suppliers from 3 to 2 (1 General Building and 1 Mechanical & Electrical supplier) and hybrid approach whereby the core maintenance, testing and certification works are fixed price per annum and the reactive works are labour plus materials. This approach will significantly reduce the number of invoices being processed and will enable the Council team to focus on contractor performance and managing the compliance regime. By moving to a fixed price model the Contractor will also have income certainty and be in a position to allocate resources and form a strong management team accordingly.

Community Benefits

The procurement method will be dialogue light, and this approach will enable the Council to select which elements of the contract to dialogue. To ensure that the maximum return possible is achieved, one of the dialogue areas will be Community Benefits. By discussing this during dialogue the Council will better understand the initial proposals from bidders and will be in a position to help bidders fully understand the Council and Mayoral objectives, where to find additional information and potential contact details for third sector organisation within the borough where greater benefits could be derived from a joined up approach.

Contract Ref & Title	CLC5176 – Seasonal Bedding Plants		
Procurement Category:	Services	Funding:	General Fund Revenue
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	06/02/2017	Contract Duration and Extensions:	3+ 1 years
Value P/A:	£75,000	Value Total:	£375,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The contract is for the provision of seasonal bedding plants throughout Tower Hamlets predominantly for display in Parks and Open Spaces. This is inclusive of summer and autumn displays and includes high profile schemes such as Victoria Park. There is the need to procure this service to ensure that Tower Hamlets parks continue to be an exemplar of good horticultural practice and remain at the fore front of local and national recognition from external bodies such as Britain in Bloom and Green Flag awards.

Historically this service has been produced using a quotation process. The intention is to have a formal contract in place for a period of 3 years with an option to extend for a further period of 2 x 12 months. This encourages contract attractiveness to potential suppliers and reduces the cost of the contract as there will be significant opportunity for supplier to produce high quality plants to Tower Hamlets specification.

The Borough's public spaces and the services provided therein, make key contributions towards achieving the Council's Strategic Outcomes.

Key aspects of the open space provision are:

- Safety and Amenity – to improve and maintain the visual attractiveness of the public realm and ensure the perceived and physical safety of facility users and visitors.
- Recreation and Health – to provide and maintain a high standard of facilities for both active and passive users.
- Conservation and Biodiversity – to conserve historical landscapes and features and to protect, expand and enhance the habitat for diverse species of plant and animal life in the Borough.
- Education – to develop amenity open spaces as an educational resource for residents and visitors, promoting environmental awareness and accessibility.

Contracting Approach

This will be carried out in accordance with the EU Open Procedure. The advert will be published in OJEU, Council website and Contract Finder via the Council's tendering portal. In response to the notices suppliers interested in tendering will be required to formally express an interest in order to gain access to the Tender documents.

Community Benefits

Community benefits commensurate with the contract size will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities, work placements, volunteer opportunities etc.

- Local suppliers will be able to employ local people to provide these services as this is a requirement of the Council and links to one of the Council's priorities to support the local community.

Contract Ref & Title	AHS5185 Public Health Community Development Programme		
Procurement Category:	Care & Commissioning	Funding:	Public Health Grant
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	20/02/2017	Contract Duration and Extensions:	3 years initial term + option of 2 x 1 further years
Value P/A:	£1,090,000	Value Total:	£3,270,000
Reviewed by Competition Board <input type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The public health grant currently supports a number of programmes that engage local residents and communities in order to help people stay healthy, self-manage when health issues arise and access relevant local services appropriately. These include Health Trainers, active play programmes and health promotion through food growing and work with local retailers to offer fresh fruit and vegetables as well as community-based pilots that aim to support good mental health. There is a need for a clearer framework to link the objectives of these programmes together, to create a clearer community development offer as part of the Health and Wellbeing Strategy.

The vision of this project is to create a single Community Development for Health Programme, in line with the evidence-based 'Well London' model, which will be better equipped to meet the needs of the community in an equitable, sustainable and cost-effective way.

The new commissioning framework will incorporate and integrate aspects of:

- work that is currently delivered through our directly funded community development programmes;
- learning from recent pilots.

In creating this new model we will also seek to achieve a saving of approximately £255,000 per year from October 2017, from the current baseline spend on community development programmes in October 2016.

Contracting Approach

The contracting approach is subject to further discussion. It will be based on a competitive procurement but taking an iterative co-production approach towards a creative partnership solution. This could be either through a specification that gives space for the chosen provider to develop an innovative solution in partnership with public health or possibly through competitive dialogue procurement if this is more optimal.

Community Benefits

The core of the programme will include community capacity-building, supporting volunteering, working with and mentoring small local businesses, community groups and schools, nurseries and children's centres.

The community benefits offer will be focused around working with other Council suppliers to realise their social value offer.

Contract Ref & Title	AHS5186 Health Promotion Programme – Sexual Health		
Procurement Category:	Care & Commissioning	Funding:	Public Health Grant
Invitation to Tender <input type="checkbox"/> Contract Signature <input checked="" type="checkbox"/>	31/03/2017	Contract Duration and Extensions:	3 years + 1 year optional extension
Value P/A:	£235,000	Value Total:	£705,000
Reviewed by Competition Board <input type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	
<p>Scope of Contract</p> <p>The service will work with communities at greater risk of exposure to sexually transmitted infections such as men who have sex with men and some ethnic minority populations. A saving of £25k per year is proposed from the procurement of a single service to deliver these activities (replacing three current contracts) using a recently procured East London framework. The East London framework may help align services across east London and provide opportunities for the provider to make efficiencies through providing services across a larger geographical area.</p> <p>Contracting Approach</p> <p>Waltham Forest led for a consortium of east London boroughs including Tower Hamlets in procuring a framework contract for Adults Living with HIV. The preferred option is to “call off” the sexual health promotion programme from this existing contract. The duration of the framework contract is three years with an option to extend for a further year.</p> <p>Community Benefits</p> <p>Subject to what social value benefits are available through the East London framework.</p>			

Contract Ref & Title	AHS5187 Specialist Stop Smoking Programme		
Procurement Category:	Care & Commissioning	Funding:	Public Health Grant
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	20/02/2017	Contract Duration and Extensions:	3 years + option of 2 x 1 year extensions
Value P/A:	£310,000	Value Total:	£930,000
Reviewed by Competition Board <input type="checkbox"/>	09/01/2017	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	
<p>Scope of Contract</p> <p>This procurement will implement a reconfiguration of the smoking cessation support service providing a single consolidated service (bringing together two existing contracts) which would target all smokers and tobacco users, including those from BME groups and people with SMI, through a single programme of activity. This will achieve savings through economies of scale and maintain numbers of quits through better quit rates overall. In addition, this change recognises benchmarked unit costs of smoking services have been higher in Tower Hamlets than comparable areas, meaning there is scope to reduce spending whilst improving outcomes as some administrative efficiencies should be achievable as well as more optimal use of the specialist staff resources.</p> <p>Specialised support provides both better patient outcomes and value due to a quit rate of between 50-60% including for those smokers who are more heavily dependent e.g. people with mental health conditions. The consolidated service would embed the best practice from the two current specialist services; including outreach and psychology support and will particularly prioritise and target high need groups including smokers</p>			

with mental health issues, those from BME groups, pregnant smokers and young people. This would be in addition to support for the generic population of smokers, including all smokers on GP registers.

Contracting Approach

Open competitive procurement.

Community Benefits

Community benefits will be sought and constitute 5% of the award scoring at tender evaluation.

Contract Ref & Title	R5179 Service Managers and Middle Managers Leadership Development Programme		
Procurement Category:	Corporate Services	Funding:	
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	28/02/2017	Contract Duration and Extensions:	36 months
Value P/A:	Up to £183,916	Value Total:	£536,930
Reviewed by Competition Board <input type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The contract is for the provision of a leadership and management development programme for service managers and middle managers across all directorates. It comprises leadership development workshops, action learning sets and the administration of diagnostic tools/psychometric tests.

Effective leadership and management is critical to the success of any organisation. The Council’s latest *Investors in People* review highlighted the need for a leadership and management development programme. The Council is committed to addressing the recommendations to ensure that managers are well equipped to lead the organisation through the current and future challenges. This will form part of the overall workforce development programme - the Enabled Manager.

The main objective of the contract is to deliver a programme to upskill the described managers group expanding their leadership capabilities through a consistent and coherent corporate leadership and management development programme. This would enhance their leadership and management knowledge and skills and promote the right leadership behaviours that in turn will result in a motivated and empowered workforce, creating the appropriate environment for increased productivity and improved organisational outcomes.

Contracting Approach

The procurement process will be an OJEU compliant tender in line with the prevailing law and the Council constitution. The contracts will be divided in two lots and organisations can apply for one or both lots as follows:

- Lot 1: Action Learning Sets – facilitated structured method of learning in small peer groups to address issues collectively.
- Lot 2: Leadership Development programme with inclusion of workshops and

diagnostic/psychometric tests

Community Benefits

There will be indirect community benefits from the training received by all leaders and managers; resulting in better managed services and improved management practices. In addition, community benefits commensurate with the nature and size of the contract will be sought from the provider through the tender process.

Contract Ref & Title	AHS5189 Extra Care Sheltered Housing		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	15/02/2017	Contract Duration and Extensions:	3 + 1 + 1
Value P/A:	£2,517,216	Value Total:	12,586,080
Reviewed by Competition Board <input type="checkbox"/>	28/11/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

In line with government thinking and local priorities, Adults Commissioning is promoting the ethos of independence, choice and control in supporting older people in the community. One of the strategic priorities is to encourage older people to be supported in their own homes giving them the independence to live their lives in their own self contained flat for as long as possible. It promotes independence and allows individuals to be in control of their lifestyle.

Tower Hamlets has 214 units of Extra Care Sheltered Housing (ECSH) across six schemes at Duncan Court, Donnybrook Court, Sonali Gardens, Coopers Court, Sue Starkey House and Shipton House. At the moment there are two separate contracts covering the six schemes. The proposal is to tender all six schemes together under one contract.

The directorate has reviewed alternatives to how support might be funded in the future and have determined on a 'core service' approach. This model will provide greater value for money without increasing the risk to the quality of care provided to those vulnerable tenants who live in ECSH.

The core service approach allows the directorate to commission a given number of hours every week from the on-site care support provider, in order to guarantee the viability of the on-site service, enabling residents to either top up the on-site service from their own personal budgets, or to purchase the rest of their care and support service from off-site providers, as they choose.

The presence of staff on site 24/7 benefits tenants by offering personalised support to tenants in their day-to-day lives, and in many schemes, helping to facilitate social events and other activities which help foster a sense of community and promote individual wellbeing and social inclusion.

The delivery of support in ECSH is consistent with the statutory duties placed on the authority and with directorate policy to provide for such support. The successful care provider will be registered with the CQC for the provision of domiciliary care.

Contracting Approach

The preferred procurement approach is a restrictive tender. Representatives from Adult Social Care and Adults Commissioning services will be invited on to the tender panel, reviewing the specification and evaluating submissions to ensure that the most economically advantageous tender is selected for future delivery of the service.

The contract will be offered on a 3+1+1 term to give both stability to service and facilitate changes, and to meet future, as well as current need. The tender will be aligned to Ageing Well Strategy.

Community Benefits

All bidders will be required to submit a response to a question that will be weighted and scored which demonstrates their commitment to areas such as: local employment opportunities, volunteer opportunities, apprentices, and support for local organisations, etc.

Contract Ref & Title	CS5192 Framework Agreements (Semi Independent and Shared Housing Placements for Looked After Children and Care Leavers)		
Procurement Category:	Care and Commissioning	Funding:	£2.5 million
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	01/02/2017	Contract Duration and Extensions:	3 years + 1 years
Value P/A:	£2.5 million	Value Total:	£12.5 million (5 years)
Reviewed by Competition Board <input type="checkbox"/>		<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Tender

The Council as Corporate Parents has a statutory duty to support young people leaving care through the Children (Leaving Care) Act 2000, and as a result, has a responsibility to provide a range of semi-independent and shared accommodation for Looked After Children (aged 16 and 17) and Care Leavers aged 18 – 21 (or 25 if pursuing a programme of education or training). The Council also has a duty to ensure the provision of appropriate accommodation for Looked After Children. The provision of services for both cohorts is a focus of Ofsted.

We are seeking approval to tender a multi-supplier framework agreement for Looked after Children and Care Leavers which will identify service efficiencies across semi-independent and shared placement providers and improve the quality of provision. The establishment of a Framework Agreement for both supported and shared placement providers will enable the council to choose the best supplier to meet the needs of young people. This will give the council flexibility and control over the placement and will ensure quality of provision for this market, some of which is unregulated, through robust quality assurance mechanisms.

Contracting Approach

It is proposed that the Framework Agreement for semi-independent and shared placements is procured using the open tendering procedure which provides the best opportunity for all suppliers to access the Framework Agreement following all Procurement Regulations.

The advantages of a Framework Agreement include:

- Working with a range of providers to support the varying level of needs in the framework agreement allows the Council to build a more collaborative working relationship and deliver better quality services to our Care Leavers and Looked after Children. This improves outcomes for young people over time by encouraging more efficient resolution of issues and greater investment into services by providers.
- It provides a more robust approach to quality when commissioning placements, through consistent

standards and terms and conditions.

- It continues to ensure flexibility in specifying service requirements to meet the needs of individual young people when calling off from the framework.
- It provides choice and flexibility for commissioners when identifying the most suitable placements for individual young people.
- It allows Commissioners to be responsive to the fluctuating service volumes of the Care Leaver cohort.
- It provides a more robust approach to managing costs and budgets, as unit costs are set through the procurement process

Community Benefits

The benefits of this approach will ensure that where appropriate young people in the care system and those leaving care can live within the community with greater access to support networks and services which will reduce placement breakdowns.

Contract Ref & Title	AHS5145 Campbell Road		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	February 2017	Contract Duration and Extensions:	5 years (3+1+1)
Value P/A:	£354,379	Value Total:	£1,771,895
Reviewed by Competition Board <input type="checkbox"/>	17.10.16	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

Campbell Road	Units	Support Available
Campbell Road First Stage	20	High
Campbell Road Second Stage	4	Medium
Commercial Road Teenage Parents Scheme	10	Medium
21 Units from Supported Housing Contract	21	Low

Supported accommodation is a key strategic priority; ensuring young vulnerable people at risk of homelessness are able to access realistic housing options that promote their safety, wellbeing and access to employment training and education opportunities.

Campbell Road First Stage is situated in Bow and developed in 2005. It is comprised of 20 self-contained units of accommodation across 4 floors, for young people. It provides office space and a staff sleep in room as well as communal facilities. This scheme will provide high support accommodation with sleeping nights cover.

Campbell Road provides a 'first stage' responsive service working with young people with a range of complex needs. The scheme will have 24 hour staffing provided 7 days per week inclusive of sleeping night staff and

access to management on call. The service model will provide:

- support 24 hours a day 7 days per week for 365 days a year,
- A core service between 8.00 a.m. and 11.00 p.m. and 1 member of staff outside these times to provide sleeping night cover.
- In the region of 8 hours of direct support to each service user per week,
- A focal point for service delivery, able to support the satellite services, and responsive in an emergency with the support of a management on call service.

Campbell Road Second Stage is situated in Bow; it is comprised of 4 self-contained units of accommodation across 4 floors. It provides office space, communal facilities and garden. It is located within walking distance of Campbell Road first stage from whom it will be expected that staff will provide satellite support.

The service model will provide:

- a daily presence at the service in the morning for a minimum of an hour, 7 days a week 365 days per year,
- a daily presence at the service in the evening for a minimum of an hour 7 days a week 365 days per year,
- a minimum of 4 hours of direct support to each service user per week,
- access to the services of Campbell Road First stage and a management on call service.

Commercial Road is situated in Limehouse and is close to Westferry DLR it is a new build property first occupied in 2010. It provides 10 units of self-contained accommodation with lift access for young people. On the ground floor there is an onsite office and facilities, communal area and garden. The service supports pregnant teenagers and teenage parents.

Whilst the service will focus primarily on mother and child, the service will be required to promote joint parenting when it is in the best interests of the child.

Commercial Road service having undergone a review of referral rights will focus on the provision of services for pregnant teenagers and teenage parents. The borough reviewed the service model in 2013 and requires at a minimum:

- support 7 days per week for 365 days a year for a minimum of 5 hours a day, at times when service users can be expected to be present,
- 4 hours of direct support to each service user per week.
- access to the services of Campbell Road First stage and a management on call service.

Dispersed Supported Housing provides self-contained units of accommodation located in dispersed one bed room flats located throughout the borough. Service users are provided with visiting support. This service provides valuable step down accommodation for service users who have primarily used the first stage service, as a stepping stone to independent living.

The 21 Dispersed Units will facilitate step-down accommodation for those service users who do not require the level of support provided by the above services, but still require a level of support to better manage the transition to independent accommodation. The landlord will make available up to 21 units of accommodation for young people who will at a minimum receive:

- visit support for in the region of 2 hours per week
- access to the services of Campbell Road First stage and a management on call service
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Contracting Approach

The preferred procurement approach is to undertake an open tender. Representatives from Adult Services, Children's Services, Housing Options Support Team, Leaving Care and YOT will be invited to be members of the tender panel, review the specification and evaluate submissions to ensure that the most economically advantageous tender is selected for future delivery of the service.

The tender will offer a 3 plus 1 plus 1 contract to give both stability to service and facilitate changes and focusing to meet future as well as current need.

Community Benefits

Community benefit is integral to the procurement process for supported housing contracts. All bidders will be required to submit a response outlining how they will demonstrate their ability to deliver;

- Funding, contribution and attendance at a minimum of 1 local job fair per annum.
- Local apprenticeships, trainees, volunteers and graduates that will be employed annually throughout the lifetime of the contract. This will include opportunities for career progression for local people employed within the contract.
- An agreed percentage of agency staff recruited via local recruitment agencies in Tower Hamlets
- An agreed number of vacancies recruited from the local community, making use of employment agencies that operate in the borough (such as Skillsmatch, Bromley by Bow Centre and Osmani Trust)
- An agreed number of support programme placements your organisation will be able to provide to assist people with Learning Disabilities, Physical Disabilities or Mental Health problems get into paid employment.
- Details of any programmes, placements or opportunities your organisation will be able to offer to assist unemployed people back into work and the target numbers you intend to offer.

Contract Ref & Title	AHS5146 Mile End Road Services		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	01/02/2017	Contract Duration and Extensions:	5 years (3+1+1)
Value P/A:	£400,943	Value Total:	£2,004,715
Reviewed by Competition Board <input type="checkbox"/>	17.10.16	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

Mile End Road Services	Units	Support Available
Mile End Road	16	High
Whitehorse Lane	5	Medium
Brokesley Street	5	Medium
Jeremiah House	9	Medium
Care Leavers Floating Support and Powesland Court	32	Low

Supported accommodation is a key strategic priority; ensuring young vulnerable people at risk of

homelessness are able to access realistic housing options that promote their safety, wellbeing and access to employment training and education opportunities.

Mile End Road First is situated close to Mile End Road tube station. 427 and 429 Mile End Road are two adjoining four storey terraced buildings and shared garden to the rear. It is comprised of 16 shared units of accommodation; 427 Mile End Road has 7 units for young women and staff office and facilities for staff sleepover. 429 Mile End Road has 9 units for young men. The scheme will provide high support accommodation with sleeping nights cover.

Mile End Road provides a 'first stage' responsive service working with young people with a range of complex needs. The scheme will have 24 hour staffing, provided 7 days per week inclusive of sleeping night staff, and access to management on call. The service model will deliver:

- Support 24 hours a day 7 days per week for 365 days a year,
- A core service during the hours of 8.00 a.m. and 11.00 p.m. and 1 member of staff outside these times to provide sleeping night cover.
- In the region of 8 hours of direct support to each service user per week,
- A focal point for service delivery able to support the satellite services, and respond in an emergency with the support of a management on call service.

Jeremiah House is situated in Poplar and was refurbished in 2005. It comprises of 9 self-contained units across 2 floor, an office with kitchenette; patio area and roof garden. There are 2 other staff areas, one having been used for sleep overs.

Service users receive a minimum of:

- A core service 7 days per week for 365 days a year for a minimum of 10 hours a day at times when service users can be expected to be present,
- Sleeping night cover 7 nights per week from 11.00 p.m. until 8.00 a.m. – which will be subject to review.
- 5 hours of direct support to each service user per week.
- Access to the services delivered across the model and an on call service.

Powesland Court is situated in Limehouse and comprises of 3 one bedroom flats which form part of a general needs block close to Commercial Road. It is gated and has a secure door entry system and lift access.

Service users receive a minimum of:

- 2 hours of visiting support per week and
- Access to on call service from the hub.

Whitehorse Lane is situated within walking distance of Stepney Green tube station. It is a 5 bedroom 2 storey terraced house, with 4 stairs up to a 2nd floor. It provides shared accommodation with bathroom facilities and laundry room on the first floor and a second toilet, kitchen / diner and garden on the ground floor.

The service will be supported from a hub at Mile End Road as they are no office facilities. The service model will provide at minimum:

- A minimum of 4 hours of direct support to each service user per week,
- Access to the services delivered across the model and an on call service.

Brokesley Street is situated close to Mile End tube station and is a 5 bedroom, 3 storey terraced house. It has 2 bathrooms and a third toilet on the ground floor; a shared kitchen and dining area on the lower ground

floor. Along with Whitehorse Lane the service will be supported from a hub at Mile End Road as they are no office facilities. The service model will provide at minimum:

- A minimum of 4 hours of direct support to each service user per week,
- Access to the services delivered across the model and an on call service.

Care Leavers Floating Support also forms part of this contract, supporting young people living in a range of accommodation options, mainly in-borough. The service will also provide visiting support to young people out of borough and in agreement with the leaving care service link people into locally based services.

The model will include a Floating Support service to assist care leavers moving into independent accommodation from supported housing schemes; those placed directly and those living in Powesland Court. Service users will receive a minimum of:

- 2 hours of visiting support per week and
- Access to on call service from the hub.

Contracting Approach

The preferred procurement approach is to undertake an open tender. Representatives from Adult Services, Children's Services, Housing Options Support Team, Leaving Care and YOT will be invited to be members of the tender panel, review the specification and evaluate submissions to ensure that the most economically advantageous tender is selected for future delivery of the service.

The tender will offer a 3 plus 1 plus 1 contract to give both stability to service and facilitate changes and focusing to meet future as well as current need.

Community Benefits

Community benefit is integral to the procurement process for supported housing contracts. All bidders will be required to submit a response outlining how they will demonstrate their ability to deliver;

- Funding, contribution and attendance at a minimum of 1 local job fair per annum.
- Local apprenticeships, trainees, volunteers and graduates that will be employed annually throughout the lifetime of the contract. This will include opportunities for career progression for local people employed within the contract.
- An agreed percentage of agency staff recruited via local recruitment agencies in Tower Hamlets
- An agreed number of vacancies recruited from the local community, making use of employment agencies that operate in the borough (such as Skillsmatch, Bromley by Bow Centre and Osmani Trust)
- An agreed number of support programme placements your organisation will be able to provide to assist people with Learning Disabilities, Physical Disabilities or Mental Health problems get into paid employment.
- Details of any programmes, placements or opportunities your organisation will be able to offer to assist unemployed people back into work and the target numbers you intend to offer.

Contract Ref & Title	AHS5147 Tower Hamlets North		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	February 2017	Contract Duration and Extensions:	5 years (3+1+1)
Value P/A:	£146,000	Value Total:	£730,000
Reviewed by Competition Board <input type="checkbox"/>	17.10.16	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

Tower Hamlets North	Units	Support Available
Old Ford Road	8	Medium
41 Approach Road	5	Medium
Fidelis House	8	Low
6 Approach Road	6	Low

Supported accommodation is a key strategic priority; ensuring young vulnerable people at risk of homelessness are able to access realistic housing options that promote their safety, wellbeing and access to employment training and education opportunities.

Old Ford Road is situated close to Bethnal Green tube station. It is composed of 4 two story terraced houses 3 of which are adjacent to each other. One of the houses provides 2 units of shared accommodation, a staff office and common room with shared kitchen and bathroom facilities, the other are converted into 6 one bedroom flats. All have door entry systems and garden access to the ground floor.

Old Ford Road will provide a responsive service working with young people with a range of needs. The service model will deliver at minimum:

- A core service 7 days per week for 365 days a year for a minimum of 5 hours a day at times when service users can be expected to be present,
- A minimum of 5 hours of direct support to each service user per week,
- Access to the service delivered across the model and an on call service.

41 Approach Road is situated in Bethnal Green. It is a four storey terraced house providing 5 units of shared accommodation for young women. It has a communal kitchen, living room, a bathroom and shower room, office and communal garden. 41 Approach Road will provide a responsive service to young women at risk with a range of needs. The service model will as a minimum provide:

- A core service 7 days per week for 365 days a year for a minimum of 3 hours a day at times when service users can be expected to be present,
- 4 hours of direct support to each service user per week.
- Access to the services delivered across the model and an on call service.

Fidelis House is situated close to Spitalfields market. It is part of a general needs block of twenty one, 1 bedroom flats, 8 of which are designated as supported housing for young men. There is lift access to the 7 floors, a secure door entry system, intercom and CCTV. There are office facilities within the basement area.

Fidelis House will provide a responsive service to young men at risk with a range of needs. The service model will provide at minimum:

- A core service 7 days per week for 365 days a year for a minimum of 3 hours a day at times when service users can be expected to be present,
- 2 hours of direct support to each service user per week.
- Access to the services delivered across the model and an on call service.

6 Approach Road is situated in Bethnal Green. It is a four storey terraced house providing 5 units of shared accommodation. It has a communal kitchen with dining area, bathroom, toilet and laundry room facilities. 6 Approach Road is within the vicinity of Approach Road and Old Ford and going forward will be available to young people. The services will be supported from a hub using these services as there are no office facilities. The service model will provide at minimum:

- A minimum of 2 hours of direct support to each service user per week, and
- Access to the services delivered across the model and an on call service.

Contracting Approach

The preferred procurement approach is to undertake an open tender. Representatives from Adult Services, Children's Services, Housing Options Support Team, Leaving Care and YOT will be invited to be members of the tender panel, review the specification and evaluate submissions to ensure that the most economically advantageous tender is selected for future delivery of the service.

The tender will offer a 3 plus 1 plus 1 contract to give both stability to service and facilitate changes and focusing to meet future as well as current need.

Community Benefits

Community benefit is integral to the procurement process for supported housing contracts. All bidders will be required to submit a response outlining how they will demonstrate their ability to deliver;

- Funding, contribution and attendance at a minimum of 1 local job fair per annum.
- Local apprenticeships, trainees, volunteers and graduates that will be employed annually throughout the lifetime of the contract. This will include opportunities for career progression for local people employed within the contract.
- An agreed percentage of agency staff recruited via local recruitment agencies in Tower Hamlets
- An agreed number of vacancies recruited from the local community, making use of employment agencies that operate in the borough (such as Skillsmatch, Bromley by Bow Centre and Osmani Trust)
- An agreed number of support programme placements your organisation will be able to provide to assist people with Learning Disabilities, Physical Disabilities or Mental Health problems get into paid employment.
- Details of any programmes, placements or opportunities your organisation will be able to offer to assist unemployed people back into work and the target numbers you intend to offer.

Appendix 2

London Borough of Tower Hamlets
Cabinet Procurement Forward Plan 2017/18



Quarter	FY	Direct	Existing Contract Number	Contract Title	Contract Exp. date	Total Value (extract: Bravo Contracts register)
Q1	2017/18	CS	CS5044	Supply of Catering Disposables	29/06/2017	£500,000
Q1	2017/18	CS	E3943	Supply 1/3 Pint Milk for Schools and Fresh Milk for School and welfare Catering	30/08/2017	£370,000.00
Q1	2017/18	RE	R4799	Leaseholders Building Insurance	30/03/2018	£3,338,500.11
Q1	2017/18	RE	R4800	Motor, Engineering, Commercial Property and School Journeys insurance cover to all	31/03/2018	£386,258
Q1	2017/18	LPG	CE4356	NHS Independent Complaints Advocacy Service	31/03/2017	£323,000
Q1	2017/18	CS	CSF4029	Framework i - Social Care	31/03/2018	£816,000
Q1	2017/18	AHS	ESCW(AHWP)4693	Carers Retreat & Breathing Space	31/03/2017	£72,000.00
Q1	2017/18	AHS	ESCW(PH) 4479	GUM (diagnosis and treatment of sexually transmitted infections)	31/03/2017	£250,000
Q1	2017/18	CS	ESCW(CSF)4828	Overnight and Related Short Breaks for children and Young People with Autistic Spectrum Disorder accompanied by severe learning disabilities and/or behaviour	30/05/2017	£1,558,734
Q2	2017/18	D&R	DR4454	General Building Works MTC	30/05/2018	£6,000,000