


Cabinet 19 December 2018	 TOWER HAMLETS
Report of: Neville Murton: Acting Corporate Director, Resources	Classification: Unrestricted
Contracts Forward Plan – Quarter Three (FY2018-2019)	

Lead Member	Councillor Candida Ronald, Cabinet Member for Resources & the Voluntary Sector
Originating Officer(s)	Zamil Ahmed – Head of Procurement
Wards affected	All wards
Key Decision?	Yes
Forward Plan Notice Published	30 October 2018
Reason for Key Decision	Significant Financial Expenditure and Significant Impact on two or more wards.
Strategic Plan Priority / Outcome	A dynamic outcomes-based Council using digital innovation and partnership working

1. EXECUTIVE SUMMARY

- 1.1. The Council's Procurement Procedures require a quarterly report to be submitted to Cabinet, setting out a forward plan of supply and service contracts over £250K in value, or capital works contracts over £5m. 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 quarter two of the current Financial Year.
- 1.2. Only contracts which have not previously been reported are included in this report.

2. DECISION REQUIRED:

Mayor in 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
- 2.2. Confirm which of the remaining contracts set out in Appendix 1 can proceed to contract award after tender

- 2.3. Authorise the Divisional Director - Legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 2.2 above
- 2.4. Review the procurement forward plan 2018-2022 schedule detailed in Appendix 2 and identify any contracts about which further detail is required in advance of the 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 £250K, and any contract for capital works with an estimated value exceeding £5m 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 quarter two of the current 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. Council's procurement procedures and processes have undergone major improvements to ensure they are clear, concise and transparent. Our systems, documentations and guidance to suppliers have been transformed to ensure they reflect best practice in Public Sector procurement. Our efforts in maintaining effective dialogue with our bidders during the procurement process has helped to minimise procurement challenges.
- 5.2. To ensure the Council continues to be recognised for its sound procurement practices and effective engagement with the supply community, it is imperative that delays in contract award are minimised and adherence to the timetable outlined within our Invitation to Tender documentations.
- 5.3. The importance of procurement as an essential tool to deliver Councils wider social, economic and environmental aims has resulted in the need to ensure effective elected Member engagement in the pre-procurement and decision making process as identified in the recent Best Value audit.
- 5.4. This report provides the forward plan for quarter two of the current 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.

- 5.5. Additionally, the report also includes a Procurement Forward Plan 2018-2022 to provide Mayor and Cabinet members with high level visibility of our planned procurement activity and the opportunity to be engaged in advance of the procurement cycle.

6. FORWARD PLAN OF CONTRACTS

- 6.1. Appendix 1 details the new contracts which are planned during the period Q3 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 Strategic Procurement 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 £250K, for revenue contracts, and £5m, for capital works contracts which have not gone through the Asset Management Board approval system). All Tollgate reviews are presented to Strategic Procurement Board; contracts require approval of the Board before proceeding.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1. This is a quarterly update report on the Council’s contract forward plan for 2018-19 which details the list of contracts that are due for renewal in the next 3-6 months (appendix 1). Cabinet are asked to review the list and confirm whether further information is required on any specific contract and which of the contracts can progress to procurement.
- 7.2. Appendix 1 details the 12 specific contracts that will need to be out to procurement in the next few months. The cumulative annual value of these

contracts is just over £13.5m and the total contract value over the lifetime of the contract is up to £75.8m.

- 7.3. The cost of these contracts will be met through existing General Fund and HRA 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. 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 Council's Tollgate process which involves a detailed assessment by Procurement Review Panel and Strategic Procurement Board of the procurement strategy to ensure compliance with existing policies, procedures and best value duties prior to publication of the contract notice.

9.3. **OTHER STATUTORY IMPLICATIONS**

One Tower Hamlets Considerations

- 9.4. 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 Strategic Procurement Board and Corporate Procurement Service ensures a joined-up approach to council's procurement activities.

Sustainable Action For A Greener Environment

- 9.5. Contracts are required to address sustainability issues in their planning, letting and management. This is assured through the Tollgate process, and supported through the Corporate Social Responsibility work stream.

Risk Management Implications

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

Crime And Disorder Reduction Implications

- 9.7. There are no specific crime and disorder reduction implications.

10. **EFFICIENCY STATEMENT**

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.

11. **APPENDICES**

Appendix 1 – new contracts planned: Q3 of the Financial Year and beyond.
Appendix 2 - Procurement Forward Plan 2018 -202

Appendix one – New contracts planned: Q3 of the Financial Year 2018-19

Contract Ref & Title	CS5408 Residential Children’s Homes – North East London Commissioning Partnership		
Procurement Category:	Care & Commissioning	Funding:	Children’s Services
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	2019	Contract Duration and Extensions:	48+24+24 months
Value P/A:	£650,000	Value Total:	Up to £5,200,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/11/2018	<input 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 DFE Innovations Fund has awarded the North East London Partnership £850,000 over a period of three years to jointly commission up to 35 residential LAC placements within the geographical footprint of Northeast London. The North East London Commissioning Partnership includes:

- The London Borough of Havering, The London Borough of Tower Hamlets
- The London Borough Barking and Dagenham, The London Borough of Newham
- The London Borough of Waltham Forest, The London Borough of Redbridge
- The Corporation of the City of London, The London Borough of Hackney

The Partnership has come together to address cross cutting issues across the Children’s Residential Homes marketplace. The aspirations of the Partnership are to create value for money placements that are located within the local footprint, whilst having a greater impact on the service design, quality and outcomes through block purchasing the 35 placements.

Tower Hamlets has a statutory duty to provide care, support and accommodation for Looked After children and Care Leavers. One such type of provision is Residential Children’s Homes these placements offer accommodation and support, care, and in some cases education for children less than 16 years of age. Tower Hamlets currently commission these placements on a spot-purchase basis; this approach does not offer value for money and obstructs the Council from managing the market and assessing the quality and outcomes provided through placements. Over the partnership the cost of residential placements have increased from between 21%-25% over the last 2 years.

Should the Partnership achieve 100% utilisation each member authority would achieve substantial efficiencies on current spend on the equivalent number of placements at current average costs. The proposed tender also aligns to LBTH sufficiency plan as a strategic priority to place children within, or locally to the borough.

Contracting Approach

The proposal is to conclude an open tender procedure. This will ensure a fair and transparent competitive process in compliance with LBTH Procurement Procedures and the Public Contract Regulation 2015 (EU “Light Touch” regime for Schedule 3 services). Havering is the lead authority and will run the procurement exercise on behalf of the Partnership with an initial timeframe for the tender being Feb 2019.

As part of a North East London Commissioning Partnership (NELCP), It is proposed that the partnership will jointly commission up to 35 residential placements within the footprint of the Partnership. Services are co-produced with the Partnership, Providers and Children with lived experience of the care system and of living in such placements. There has been extensive market engagement led on by the programme manager (Havering) and supported by the Partnership leads which has included workshops on a range of topics, as well as specification workshops. The market has engaged well and the hope is the tender will be competitive

between single providers, mixed providers or/and consortia.

Contract Ref & Title	ESCW(C)4956 Children's Rights Advocacy Service		
Procurement Category:	Care & Commissioning	Funding:	Children's Services
Invitation to Tender <input type="checkbox"/> Contract Signature <input checked="" type="checkbox"/>	01/01/2019	Contract Duration and Extensions:	36 months
Value P/A:	£183,480 (including up to £50,000 spot purchasing Return Home Interview's (RHI))	Value Total:	£550,440 (including up to £150,00 spot purchasing RHI's)
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/11/2018	<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

The children's Rights Advocacy Service contract was originally tendered for on the 16th February 2016. The successful bidder, The Children's Society (TCS), was awarded the contract as of the 1st July 2016 for a duration of 36 month (2 years + 1) delivering a statutory service offering advice and support to all Tower Hamlets' Looked After Children, Care Leavers and Children with Disabilities (CWD) to help empower them to reach their potential and uphold their human rights. The Children's Rights Advocacy Service brought together the previous existing advocacy service for Children Looked After and Children with Disabilities, and return home interviews (RHI's) for Looked After Children going missing from their placement spot purchased by Children's Social Care (CSC).

The Children's Rights Advocacy Service contract was initially presented to Cabinet and included within the quarter four contracts forward plan in October 2015 which included provision for a joint advocacy service for both Looked After Children and Children with Disabilities. The budget proposed at the quarter two and three contracts forward plan on 6th October 2015 was £325,440 for the duration of the contract (£108,147 per annum).

However, prior to the tender going live in 2016, CSC proposed to also incorporate RHI's under the Children's Rights Advocacy Service contract as it was anticipated this would further reduce procurement and management costs as CSC previously spot purchased RHI's outside of a contract. It was agreed that RHI's would be incorporated into the Children's Rights Advocacy Service contract up to an estimated £50,000 per annum (the amount was based on the previous spending by CSC on spot purchasing RHI's).

It was agreed to fund the contract using two separate funding mechanisms adding up to £183,480 per annum. Funding for advocacy services would be made as part of a block contract in four equal instalments up to £133,480 annually and provision for RHI's would be spot purchased, up to an estimated £50,000 per annum, and would be paid using an hourly unit cost per service user (up to four hours per interview).

The proposed merge of incorporating RHI's into the Children's Rights Advocacy Service contract to further reduce procurement and management costs was intended to be presented at Cabinet on 04/03/2016, however, this meeting was cancelled and no formal records are now being able to be found. Therefore we would like to re-present this to Cabinet.

Financial benefits

This is not an increase in the amount spent on the Children's Rights Advocacy Service contract. As initially proposed within the Contract Forward Plan in 2015, this reflects a merging of two contracts for advocacy services (LAC and CWD) plus spot purchasing for Return Home Interviews (RHI's) and thus does not reflect an increase in costs. It was suggested that a single contract would not achieve cashable savings but will provide

better value for money as there will not be three lots of management costs. The merging of contracts and spot purchasing RHI's was also anticipated to reduce monitoring as it will be a single service and will reduce the costs of procurement and management.

Contract Ref & Title	AHSCS5411 Utilising the PAL contract for the retender of Catering Disposables		
Procurement Category:	Corporate Services	Funding:	Children's Services
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	01/01/2018	Contract Duration and Extensions:	4 years
Value P/A:	£62,000	Value Total:	£250,000
Reviewed by Competition Board <input type="checkbox"/>	12/11/2018	<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

London Borough of Havering has agreed to be the lead PAL (Procurement Across London) member for the Catering Disposables framework contract and will issue a new contract for four years starting 1/12/2018. It is proposed to award a single supplier framework and the contract be tendered on the basis of Restricted Procedure, an e-auction will be used to ensure the best commercial solution. The tenderer who makes the lowest/final bid in the auction will be the successful tenderer. Following the auction officers will undertake due diligence on the successful bid to ensure it remains compliant with the requirements stated in the tender. The estimated total value of the contract is circa £1,130,000 but the estimated expenditure for Tower Hamlets is £250,000.

Contracting Approach

The Council's method for the procurement of Catering Disposables for the Education Catering and Welfare Catering Services has been through PAL (Procurement Across London) who previously let the contract. This method of procurement has provided financial benefits to Contract Services due to improved pricing and quality as a result of increased purchasing power of the joint member authorities. The new contract will be procured to ensure best value for Tower Hamlets and other Pal members. The tendering strategy will seek to obtain a contract that will be most economically and commercially advantageous in terms of price, quality, products and service delivery.

The contract is to be let through the European Procurement process and led, as with all previous PAL contract have been by the London Borough of Havering. The contract does not include any commitment from any member authorities regarding the amount of orders which will be placed with the supplier

Community Benefits

The contract will seek to maximise purchase of biodegradable and recyclable materials for catering disposables and thereby have a positive impact on the environment and waste disposal.

Contract Ref & Title	R5407 Client Relationship Management Solution		
Procurement Category:	Corporate Services	Funding:	Council Reserve
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	01/01/2019	Contract Duration and Extensions:	2 + 1+ 1
Value P/A:	£150,000	Value Total:	£600,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/11/2018	<input 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 Council will seek to create a Digital Platform for online services in order to drive transformational change within the Council and improve efficiencies in service delivery to residents across Tower Hamlets. The cost includes licence, configuration, installation and maintenance.

Contracting Approach

The Council will use the Crown Commercial Services Digital Marketplace to procure the platform.

Community Benefits

The Council's Digital Platform will benefit the community in the following way:

- **Improving customer access to services.** We want to make it easier for our citizens to access the services they need. We want citizens to be able to do this at a time, in a place and in a way that is most convenient for them. The digital platform will be the key technological enabler of this transformation
- **Improving customer satisfaction with services.** The improved convenience of accessing services on line services coupled with the extended range of different customer needs that can be met will improve customer satisfaction with the council
- **Reducing the costs of service delivery.** The power and flexibility of the digital platform will make it easy the council to integrate new services and enable on line access for citizens. This will lead to a decline in demand for the traditional and labour intensive telephone, e-mail and face to face delivery channels

Contract Ref & Title	HAC5384 Adult Drug & Alcohol Services		
Procurement Category:	Care & Commissioning	Funding:	Public Health Grant
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	April 2018	Contract Duration and Extensions:	5 years + 2 years
Value P/A:	£4,681,000	Value Total:	£32,767,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/11/2018	<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

Public Health England (PHE) estimates suggest a total of 2,798 opiate and crack users (OCU) in Tower Hamlets, based on 2014/15 data. It is estimated that approximately 53% of this population have engaged with or had access to substance misuse interventions. The latest data also estimates a total of 3,427 dependent drinkers in the borough, 82% of whom are not in treatment and may present with unmet needs.

The Drug & Alcohol Action Team (DAAT) commissions integrated drug and alcohol community treatment services for Tower Hamlets residents aged 18 or over. The current treatment system was implemented in 2016 following comprehensive review and significant redesign of substance misuse treatment services in the Borough; The model adopted sets out three separate lots/ contracts as part of this procurement: Drug & Alcohol Outreach and Referral Service (Lot 1), Drug & Alcohol Treatment Service (Lot 2) and Drug & Alcohol Recovery Support Service (Lot 3).

Together, these form a recovery-oriented system supported by a number of services/ contracts which sit outside of this procurement. These include the Reset Homeless Drug & Alcohol Treatment Service; GP Enhanced Drug & Alcohol Service and the Specialist Midwife based within Royal London Hospital.

The implementation of this model sought to reduce duplication, increase focus on recovery, simplify access pathways, increase offer for families and affected others and achieve efficiencies as part of the Council's corporate savings plan.

Services and interventions offered include outreach, pharmacological interventions, psychosocial interventions, access to residential treatment, structured groups, 1:1 counselling, whole-family programmes, support around education, employment and training, housing and benefits support, blood-borne virus identification and treatment, and access to mutual aid groups.

Our aim is to provide improved quality of life, reduce harms associated with substance use to the individual and the community, improved outcomes and long-term recovery from drug and alcohol addiction, and support for those affected by someone else's substance use. This includes legal and illegal drugs (e.g. classified illegal drugs, prescribed medication), novel psychoactive substances and alcohol.

The procurement will be informed by the Substance Misuse Strategy and Substance Misuse Needs Assessment, both of which will be updated in 2018-19. Consultation commenced in October 2018 and this will contribute to determining whether the current model remains appropriate; therefore the exact configuration of contracts may be subject to change.

Contracting Approach

OJEU compliant open competitive tender. This is a re-procurement of an existing contract. Three contracts are available for award as part of this procurement and suppliers will be invited to bid for one or more of the contracts as a sole provider or part of a consortia, partnership or sub-contracting arrangement. Bids will be assessed on cost and quality. A Payment by Results element will be attached to this contract.

Community Benefits

Bids from local providers will be encouraged, individually or as part of consortia/ sub-contracting arrangement. Added value will be sought as part of this contract and bidders will be asked to identify community benefits opportunities and submit proposals as part of this bid. Commitments agreed will be monitored through the contract management process.

Contract Ref & Title	HAC5315 Accredited Training and Employment Project		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input type="checkbox"/> Contract Signature <input checked="" type="checkbox"/>	December 2018	Contract Duration and Extensions:	3 years (2+1)
Value P/A:	£96,452	Value Total:	£290,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	01/01/2018	<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

The Council wishes to purchase a training and employment project for people with a learning disability. The focus of this service is to enable 55 new adults with learning disability each year to develop their employment skills in order to support them into a job. The provider will work with the individual and their family/carers, CLDS, the young people's SEN service and other key local agencies that support the individual to identify the skills development they need to get the job that fits their abilities, needs and wishes.

The service will directly deliver some skills development themselves and will also support people to engage with other skills development opportunities provided by other local agencies such as WorkPath, New College, learning disability day opportunity services and local community groups and services. Skills development opportunities people will be supported to access will include:

- Volunteering
- Experience in simulated work environments
- Job skills development and training
- Accredited training and apprenticeships.

The skills development to be provided will reflect the wishes, goals and plans that will support people to get the type of job they want to have. Hence, as well as directly providing some skills development opportunities, the service will support people to access a wide range of opportunities in line with individuals' own wishes and aspirations. Skills development opportunities will be directly offered through a simulated work environment in any appropriate type of work environment or context. Examples are catering, arts and crafts, woodwork, IT and administration or construction. The location and work environment must be accessible and have the necessary equipment, adapted as required.

Contracting Approach

The preferred procurement approach is to undertake an open OJEU tender. If required, commissioners will undertake a market engagement/bidders briefing as part of the tender process. Representatives from Health, Adults and Community, the Community Learning Disability Service (CLDS) and the Clinical Commissioning Group will be invited to be members of the tender panel, who will review and evaluate submissions against the service specification requirements to ensure that the most economically advantageous bidders are selected.

Community Benefits

The contract will be structured and tendered to take account of the council's procurement imperatives and approach to delivering community benefits. Community benefits commensurate with the contract size will be sought from providers through the tender process.

Contract Ref & Title	P5404 DPS Share Workspace Providers		
Procurement Category:	Corporate Services	Funding:	Income
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	January 2019	Contract Duration and Extensions:	Up to 10 years (DPS) (5+5)
Value P/A:	£5,000,000	Value Total:	Up to £25,000,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	26/10/2016	<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 council aim to streamline the way of developing workspaces in the borough by facilitating collaboration between owners and developers of commercial property and workspace providers. Under the new Local Plan policy D.EMP4.2 there is a requirement to deliver affordable workspaces for any end user, including local business, that promote co-working arrangements in flexible terms.

Contracting Approach

It is the intention of the Council to procure the services through a Dynamic Purchasing System (DPS) that will allow the Council to access a pool of approved share-workspaces providers in a manner compliant with the requirements of the Concession Contracts Regulations 2016. The DPS will allow applications from different categories of providers based on the type of workspace each provider will be able to create and manage, and also whether the space offered to end users would be on market, or below-market, terms. The management of each space will be subject to a mini-competition where all approved providers given opportunity to the

Council to assess suitability on each occasion

The creation of the DPS will not put the council under any obligation to award contracts for the creation of workspace over the duration of the system, but will provide a procurement framework should it on a future occasion decide to do so.

Community Benefits

The contract will be structured and tendered to take account of the council’s procurement imperatives and approach to delivering community benefits. Community benefits commensurate with the contract size will be sought from the provider through the tender process.

Contract Ref & Title	R5413 Procurement of End User Computing Hardware & Peripherals		
Procurement Category:	Corporate Services	Funding:	Directorate user budgets
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	03/12/2018	Contract Duration and Extensions:	18 months
Value P/A:	£500,000	Value Total:	£800,0000
Reviewed by Competition Board <input type="checkbox"/>	5/11/2018	<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 council has been purchasing End User Computing Hardware & Peripherals from Specialist Computer Centre (SCC) using Crown Commercial Services (CCS) framework-Technology Products 2. This requires market testing on individual items each time a new order is required. Hundreds of orders are raised each year and some of the 2077 order lines worth £962,692 have been placed with CCS over the last 4 years. In 2017/18, ICT in liaison with Head of Finance and Procurement, arranged for the benchmarking of a full year’s purchase order data. Findings from the benchmarking identified SCC to present the best value for the Council. Based upon the findings the Council is seeking to call off from the framework for the next 18 months. The council will continue to investigate alternative arrangements that are available for the procurement of hardware.

Contracting Approach

The market for delivering end user computing hardware and peripherals is well developed and competitive. The established Information Communication Technology (ICT) Solutions Framework Agreement which is also known as ComIT (Complete IT Solution) is intended to be used for procurement of ICT equipment. The Council intends to use LOT 1 to purchase desktops, Laptops, Tablets, Thin clients Wyse terminals, Workstations and peripherals such as Power Leads, Cabling and tidying, Cases and Covers, Headphones, Keyboards, Mice, Pointers, Power Management, Screens and Monitors from SCC. Signing up to and using the ComIT framework would ensure that the Council’s hardware purchases as described above are procured in a compliant fashion.

It would also enable council staff to purchase goods via the Council’s R2P system, which will link to SCC’s online catalogue. This will avoid double entry and other bookkeeping errors for some 1000 order lines a year worth over £500,000. This is particularly relevant as prices are changing regularly and the Current ICT catalogue via Crown Commercial Services needs monthly updates due to instability of pound.

Contract Ref & Title	G5293 Lambeth & Southwark Barristers Framework
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Procurement Category:	Corporate Services	Funding:	General Fund
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	12/11/2018	Contract Duration and Extensions:	48 Months
Value P/A:	£800,000	Value Total:	£3.2m
Reviewed by Competition Board <input type="checkbox"/>	12/11/2018	<input 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 Council wishes to Secure supporting legal services via the Lambeth and Southwark Barristers Framework. The London Borough of Lambeth and Southwark undertook a joint procurement exercise and appointed Barristers' chambers ("Panel Chambers") to 10 panels covering a whole range of local authority work. The Framework is for a period of 4 years. It is intended that the Panel Chambers will take preference over other chambers not appointed to the panels. The Council reserves the right to instruct Barristers from other chambers where appropriate. The relevant panel areas are: Childcare, Housing, Property, Planning and Infrastructure, Social Care (excl. Childcare), Licensing and Regulatory, Prosecutions, Employment, Education and General Litigation.

The Panel Chambers will provide to the Council for the relevant panel areas:

- i. Legal advice services at the unit price and hourly rates set out in the pricing schedules; to include advocacy before a range of courts and tribunals, written and oral legal advice and drafting of pleadings and other legal documents
- ii. Internal placement at Council offices for urgent 'overflow' work on an ad-hoc basis, on terms to be agreed, but taking into account rates secured as part of the tender process
- iii. 1 day free training in each panel area for each Council for each year of the framework agreement
- iv. Two student placements at Chambers for each Council for each year of the framework
- v. Any other training, services and 'soft benefits' offered in chambers tender response

The London Borough of Tower Hamlets wishes to join the above network and benefit from the competitive pricing schedule agreed as part of the tender. This will give LBTH immense cost savings as LBTH continuously instruct barristers' on a number of legal matters. Furthermore, Legal Services are not obliged to call-off from the framework during the term and therefore should Legal Services wish to instruct Chambers outside of this framework to achieve best value, Legal Services will be within its right to do so.

Contracting Approach

The Council intends to use the Lambeth and Southwark Framework agreement. There will be further competition within the framework undertaken by the Council to establish best value, as Legal Services will consider and evaluate each Chamber in relation to cost and quality before instructing on any given matter. Therefore the Council will continuously be considering best value throughout the term of the framework.

Contract Ref & Title	5320 Huddleston Close (LD Residential Care)		
Procurement Category:	Care and Commissioning	Funding:	General Fund
Invitation to Tender <input type="checkbox"/> Contract Signature <input type="checkbox"/>	12/11/2018	Contract Duration and Extensions:	5 years (3+1+1)
Value P/A:	£837,200	Value Total:	£4m to £4.2m
Reviewed by Competition Board <input type="checkbox"/>	12/11/2018	<input 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 supports the delivery of the Adults Learning Disability Strategy, Living Well in Tower Hamlets. The Strategy was approved by the Mayor in Cabinet on 19th September 2017 and sets out 6 outcomes areas and a number of improvements that adults with learning disability in Tower Hamlets said were important to them. Developing a greater range of local supported living accommodation and support options was an area of improvement people with learning disabilities felt would make a difference as this would enable them to live in their own accommodation, closer to their families, friendship networks and local community. Due to an undersupply of supported accommodation, people with learning disability are being offered placements outside of the borough.

The borough is therefore seeking to increase the capacity of learning disability supported accommodation as an alternative to high cost out of borough residential care. We are seeking to reprocur Huddlestone Close as it is currently the only learning disability Residential Care service in the borough. The service is run by Mencap in premises they currently lease from Gateway Housing.

The service is required to deliver residential care and has the capacity to support up to 7 people across three adjoining houses (four in 34 and 35 plus a further three in number 36). The service is much needed and delivers residential care and intensive support to people with learning disability who also have high levels of physical and mobility needs. The service provides tailored and flexible support delivered in accordance with an individual's need 24 hours a day, 7 days a week.

Contracting Approach

The preferred procurement approach is to undertake an open OJEU tender under the Light Touch Regime. A supplier event will be held to allow bidders to seek clarification and guidance on the tender process and their submission. Representatives from Health Adult and Community, the Community Learning Disability Team (CLDT) and the Clinical Commissioning Group will be invited to be members of 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. Service users will be invited to evaluate the service user involvement and choice criterion of submissions which bidders will be asked to produce in easy read format.

Community Benefits

Community benefits commensurate with the contract size will be sought from bidders through the tender

Contract Ref & Title	HAC5321 Hotel in the Park		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	01/02/2018	Contract Duration and Extensions:5 years (5 years (3+1+1)
Value P/A:	£580,224	Value Total:	£2,901,120
Reviewed by Competition Board <input checked="" type="checkbox"/>	11/12/2017	<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

Hotel in the Park is the only respite service for adults with Learning disability in the borough and is a much sought after resource. Due to an undersupply of in borough respite accommodation people with learning disability are being offered respite placements outside of the borough.

The service is located in Victoria Park and consists of 6 bedrooms from where a flexible 24 hour service 7 days a week tailored to an individuals need is provided. The service is designed to provide a short break (respite care) to meet the assessed needs of residents (and their carers/families) fulfilling the objectives set in an individual's care plan whilst they are staying at the service. The service is able to support residents with

multiple needs. Whilst staying at Hotel in the Park, residents will have access to high quality health care facilities which includes appropriate accommodation, equipment, transport, food, personal care etc.

This contract supports the delivery of the Adults Learning Disability Strategy, Living Well in Tower Hamlets. The Strategy was approved by the Mayor in Cabinet in September 2017 and set out 6 outcomes areas and a number of improvements that adults with learning disability in Tower Hamlets said were important to them. Increasing and improving local accommodation options was an area of improvement people with learning disabilities felt would make a difference enabling them to live closer to their families, friendship networks and local community.

Contracting Approach

The preferred procurement approach is to undertake an open OJEU tender under the Light Touch Regime. Representatives from Adult Services, the Community Learning Disability Team (CLDT) Clinical Commissioning Group will be invited to be members of 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 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. The tender will be aligned to Living Well in Tower Hamlet, The Adult Learning Disability Strategy 2017-2020.

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 and volunteer opportunities.