



**REPORT TO:** East Lothian Integration Joint Board

**MEETING DATE:** 24<sup>th</sup> June 2021

**BY:** Joint Director of East Lothian Health and Social Care Partnership

**SUBJECT:** Procurement of Carer Services

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## **1 PURPOSE**

- 1.1 To note the outcome of a tender process carried out for the provision of Carer Services in East Lothian.

## **2 RECOMMENDATIONS**

- 2.1 The IJB is asked to
- Note that the tender for Lot 1 (Adult carer services) was awarded to Carers of East Lothian.
  - Note that no submissions were received for Lot 2 (Young Carers, Young Adult Carers), and work is underway to ensure support remains in place for both while a new service offer is developed.

## **3 BACKGROUND**

- 3.1 The Scottish Government introduced new legislation (The Carers (Scotland) Act 2016) requiring Local Authorities to offer all carers either an Adult Carer support Plan or Young Carer Statement as well as outlining a duty to provide an information and advice service to carers.
- 3.2 ELHSCP has developed a Carers Strategy that aims to ensure that young carers, young adult carers and adult carers receive the support they need to manage their caring responsibilities, manage their own health and wellbeing and are able to have a life of their own outwith the caring role.
- 3.3 A Procurement Service Strategy was developed, informed by the Carers Strategy, Carers Change Board and other stakeholder engagement, which informed the development of an Invitation to Tender for the following purpose:

- a) Selection – To assess the capacity and capability of Tenderers
- b) Award – To evaluate the quality of the service solutions proposed

### **EVALUATION PROCESS AND AWARD RECOMMENDATION**

- 3.4 The Procurement Service Strategy was prepared in accordance with Scottish Government guidance. Internal budget approval and authorisation was obtained at the start of the procurement process. The stated budget for the Procurement was: **Lot 1** - Year 1 - £460,994. Year 2 - £484,043, **Lot 2** – Year 1 - £235,486. Year 2 - £264,707. ELC\ELHSCP has the option to extend the contract by a further 2 years (year on year basis).
- 3.5 The information gathered from the strategy determined that the proposed value and subject matter (falling within health and social care type services) indicated an open tender process subject to the provisions of the 2015 Regulations ‘Light Touch Regime’.
- 3.6 The services included services for adult carers as well as those for young carers\young adult carers with some differences in the specific requirements for those groups of carers. There was also potentially a different market of providers who would specialise in the services to the different carer groups. The requirement was therefore separated into 2 ‘lots’ to maximize opportunities in the supply market.
- 3.7 A Prior Information Notice was published on Public Contracts Scotland on 19 February 2021, as a call for competition, to give the market advance notice (as providers would be impacted by Covid-19 restrictions). Interested providers were then invited to access the tender documents on the PCS-Tender tender portal.
- 3.8 Qualification Criteria – tenderers completed the Single Procurement Document (SPD) which checks mandatory and discretionary exclusion criteria and compliance with the requirements for participation.
- 3.9 Organisations that passed the qualification stage were further evaluated on the following scored criteria (award criteria):-

<b>Requirement</b>	<i>Weighting</i>
<b>Quality</b> - Suppliers supplied responses to 7 method statements including proposed approach to the service (carer identification, 1:1 support, provision of information and advice), management and staffing, outcomes and reporting, implementation and fair work practices	70%
<b>Price</b> – tenderers were asked to complete a price schedule with pricing to be compliant with the stated budget	30%

- 3.10 Two submissions were received for Lot 1 – Services for Adult Carers. No submissions were received for Lot 2.
- 3.11 The submissions for Lot 1 were evaluated by a panel consisting of representatives from ELHSCP and ELC Procurement. The panel recommended awarding the contract to COEL whose submitted pricing was £451,039 year 1 and £467,597 for year 2. Scores for the winning tender are listed below.

	Price	Quality	Overall
Tenderer	Total	Total	score
Carers of East Lothian (COEL)	27.23	61	88.23
weighting	<b>30%</b>	<b>70%</b>	<b>100.00%</b>

- 3.12 As no submissions were received for Lot 2 and funding to the current organisations will cease on 30<sup>th</sup> June 2021, work is ongoing to look at short term and long-term options to ensure that support remains in place for young carers and young adult carers.

#### **4 ENGAGEMENT**

- 4.1 Engagement was completed with carers to support development of the service specification making use of hardcopy surveys distributed by carer organisations as well as online surveymonkey links and a link on the consultation hub. Additional focus groups were held with young carers and young adult carers through schools to try to capture the views of those young carers not currently making use of young carer services.

#### **5 POLICY IMPLICATIONS**

- 5.1 N/A

#### **6 INTEGRATED IMPACT ASSESSMENT**

- 6.1 The subject of this report has been through the Integrated Impact Assessment process and no negative impacts have been identified. [Integrated Impact Assessment Form Carer Procurement | East Lothian Council](#)

#### **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – Funding for procurement has been provided from Scottish Government carers act funding.

7.2 Personnel –

7.3 Other –

## 8 BACKGROUND PAPERS

8.1 None

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