



**POLICY AND RESOURCES SCRUTINY COMMITTEE -  
10TH NOVEMBER 2009**

**SUBJECT: THE PROVISION OF AN ACCOMMODATION OFFICER**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to advise Scrutiny Committee– regarding the provision of an Accommodation Officer and the actions undertaken by the Head of Procurement and Head of Corporate Finance (S.151 officer) following the tender process carried out in accordance with EU Procurement Directives and Standing Orders for Contracts.
- 1.2 Contract period 1st June 2009 to 31st May 2012 with an option to extend for up to a further period of twelve months.

**2. SUMMARY**

- 2.1 Caerphilly and Blaenau Gwent Youth Offending Service (YOS) provide services to young people who come into the Youth Justice System. The Youth Offending Service is mandated to provide interventions to prevent offending and re-offending following a thorough assessment (ASSET) of need. The multi-agency nature of the YOS allows the team to draw from many fields of expertise, which includes, but is not limited to, Social Worker, Probation Officer, Community Psychiatric Nurse, Substance Misuse Specialist, and Police Officers.
- 2.2 The Youth Offending Service aims to improve the suitability of housing available to young people who offend. This is particularly relevant for those young people between the ages of 16 and 18. The aim of the team is to, with strategic partners, increase provision across the two Boroughs for young people who offend, and give them the opportunity to have stable and suitable accommodation to enable them to make the positive changes in their lives.

**3. LINKS TO STRATEGY**

- 3.1 The report links with the aims and objectives of the authority in line with the The Youth Offending Service for the prevention of offenders and re-offenders.
- 3.2 Links with the strategic aims of terms of accessible services that meet individual assessed needs in a timely way.

**4. THE REPORT**

- 4.1 The above arrangement is a Residual B Service and therefore is exempt from certain aspects of the EU procurement directives. In order to establish competition and address development of market involvement, an advertisement was placed on the Buy4Wales web-site inviting potential providers to express an interest in the tendering process.

4.2 The Project Team involved with the procurement process consisted of officers from the Youth Offending Service and Procurement as follows:

Michaela Rogers - Youth Offending Service  
Patricia Morgan - Youth Offending Service  
Michael O'Leary - Procurement Officer

4.3 Five organisations expressed an interest to participate in the tender process, with all being issued with a Pre-Qualification Questionnaire on 18th March 2009.

4.4 Only one of the five organisations submitted a completed PQQ, namely Llamau Ltd. who are the current service provider. A detailed evaluation by the project team was carried out, which resulted in the organisation achieving the necessary pre-determined score to proceed to the next stage of the process. The maximum score achievable was 170 points and organisations were required to obtain 75% of that score which equated to 128 points.

<b>Company Name</b>	<b>Evaluation Score</b>
Llamau Ltd	153

Consideration was given to re-running the process, however it was agreed by the project team that there would be no benefit to the Authority in re-advertising the arrangement. The market is not buoyant, with very few providers being able to provide this type of service. Additionally, there is very little scope for profit for a new provider, as this service had TUPE implications, and thus an additional cost to any new provider. Therefore a decision was made to proceed on a single offer basis with Llamau Ltd.

4.5 Prior to the commencement of the procurement process, the project team agreed the award strategy for this contract, which would be the most economically advantageous tender submission. Utilising a proven cost quality-scoring matrix, 60% weighting was allocated to the quality criteria and 40% to price. Following a detailed evaluation of the tender response, a formal presentation and interview Llamau Ltd clearly demonstrated to the Project Team their ability to cover all service requirements detailed within the tender specification and scored highly in all categories under the quality criteria. The score for the above mentioned is stated below.

<b>Evaluation Criteria</b>	<b>Company Score</b>
Quality	60
Price	40

4.6 Health and Safety and Insurance Documentation have been approved by the relevant departments.

## **5. FINANCIAL IMPLICATIONS**

5.1 The annual value of the contract is estimated at £34,000.00. This was approved via the Procurement Project Initiation Document by Alison Elliott (Assistant Director of Adult Services, Social Services) and Stephen Harris (Finance Manager, Social Services).

5.2 Llamau Ltd submitted a cost of £32,728.00 per annum within their tender response.

## **6. PERSONNEL IMPLICATIONS**

6.1 There are no personnel implications.

## 7. CONSULTATIONS

7.1 Consultation has taken place and comments and views are reflected within the report

## 8. RECOMMENDATIONS

8.1 Policy and Resources Scrutiny Committee note the information contained within the report and actions undertaken by the Head of Procurement and Head of Corporate Finance (S.151 officer).

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Background Papers: File Reference: CCBC/PS584/09/MO  
EU Procurement Directives  
Standing Orders for Contracts  
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