

TITLE OF REPORT: Tenders for the Supply of Goods and Services

REPORT OF: Mike Barker, Strategic Director Corporate Services and Governance

Purpose of the Report

1. The purpose of this report is to ask Cabinet to consider the tenders received for:
 - i) Contract for the Provision of 0-19 Public Health Nursing Service in Gateshead; and
 - ii) The Framework Contract for Printing and Fulfilment Services.
2. The background to these contracts is contained in the attached appendices.

Proposal

3. Cabinet is asked to agree the recommendations below.

Recommendations

4. It is recommended Cabinet:
 - i) Accepts the tender from Harrogate and District NHS Foundation Trust for the contract for the Provision of 0-19 Public Health Nursing Service in Gateshead for a period of 24 months commencing 1 July 2018, with the option to extend for a further 3 x 12 month periods.
 - ii) Agrees that tenders received from the companies for each of the lots listed below in respect of the Framework Contract for Printing and Fulfilment Services be accepted (and noted in respect of Lot 3, which has been approved by The Gateshead Housing Company and is included in this report for information only) for a period of 24 months commencing 4 December 2017, with the option to extend for a further 2 x 12 month periods:

Lot 1 Council Tax Notifications, Critiqom Ltd, Bellshill, Lanarkshire

Lot 2 Printing Of Council News Magazine, Acorn Web Offset Limited, Normanton, West Yorkshire

Lot 3 The Gateshead Housing Company, Potts Print Ltd, Cramlington, Northumberland

For the following reason:

A comprehensive evaluation of the tenders received has been undertaken. The recommended tenders are the most economically advantageous tenders submitted.

CONTACT: Andrea Tickner extension: 5995

APPENDIX 1

Policy Context

1. The contract for the provision of 0-19 Public Health Nursing Service in Gateshead has been organised in accordance with the Council's Consolidated Procurement Policy.

Background

2. The contract is being arranged on behalf of Public Health and is for a 24 month period commencing 1st July 2018 with the option to extend for a further 3 x 12 month periods. The purpose of this contract is to provide an integrated 0 to 19 public health nursing service. The estimated annual value of the contract is £4,264,000
3. The 0-19 integrated public health nursing service will provide leadership, co-ordination and delivery of the Healthy Child Programme 0-19 years in the Borough of Gateshead. As an essential part of the children's services system, it will make a major contribution to the Gateshead Children and Young People's Plan ambitions by improving health and wellbeing outcomes for children and young people, identifying additional needs early, building resilience and reducing health inequalities by providing effective universal and targeted interventions for children, young people and their parents.
4. Tenders were received from the following companies:

Harrogate and District NHS Foundation Trust, Harrogate
South Tyneside NHS Foundation Trust, South Shields
5. A comprehensive evaluation of the tenders has been undertaken against the following criteria:
 - Mandatory requirements: Grounds for Exclusion, Modern Slavery Act 2015, Insurance, Compliance with Equality Legislation, Environmental Management, Health and Safety, Adult Safeguarding and Children's Safeguarding, Technical and Professional Ability
 - Contract approach including Supporting mothers who wish to breastfeed, ensuring equitable access across Gateshead; Parenting Support and Interventions, Achieving School readiness, Delivery of Family Nurse Partnership, Reducing Childhood obesity, Promoting emotional health, wellbeing and resilience in children and young people, Reducing risky behaviours, Working with other organisations, Transition arrangements, Managing risk and vulnerability, Service User involvement, Business Continuity & Use of Sub-Contractors.
 - Value for Money

Consultation

6. There has been no external consultation

Alternative Options

7. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives; therefore there are no alternative options.

Implications of Recommended Option

8. Resources:

a) **Financial Implications** – The Strategic Director, Corporate Resources, confirms that there are no additional financial implications arising from this report

b) **Human Resources Implications** – Nil

c) **Property Implications** - Nil

9. Risk Management Implication – Nil

10. Equality and Diversity Implications – The recommended tenderer meets the legal obligations of the Equality Act 2010.

11. Crime and Disorder Implications – Nil

12. Health Implications - The award of this contract service will ensure that the Council meets its duty to promote and protect health and tackle the causes of ill-health and reduce health inequalities for children, young people and their families

13. Sustainability Implications – Nil

14. Human Rights Implications - Nil

15. Area and Ward Implications -Nil

Background Information

16. The documents that have been relied on in the preparation of the report include:

The received tenders.

Policy Context

1. The contract has been organised in accordance with the Council's Consolidated Procurement Policy.

Background

2. Lot 1 – The Council's Customer and Financial Services department require a supplier to provide a printing and fulfilment service where a supplier will:
 - i. interrogate the Council's data
 - ii. Merge the data in such a way that it minimises the amount of individual mail items
 - iii. Print and envelope the remaining mail items and
 - iv. "inject" the produced mail into a downstream mail service

Doing so saves the Council money by not only reducing the number of mail items sent but also reducing the cost of postage on the remaining items of mail by pre-sorting.

3. Lot 2 – The Council's Policy, Performance and Communications department require a supplier to print and bind the Council News Magazine to a high standard.
4. Lot 3 – The Gateshead Housing Company's CS Support Services department require a supplier who can provide a multi-disciplinary printing and fulfilment service.

Lot 3 has been included in this report for information only and the decision regarding the award of this lot has been reported and approved in line with The Housing Company's governance procedures.

5. Tenders were received from the following companies listed in alphabetical order:

Acorn Web Offset Limited, West Yorkshire
CDP Print Management, Liverpool
Cliffe Enterprise, East Sussex
Critiqom Ltd, Lanarkshire
Dsi Billing Services Limited, Essex
Potts Print UK Ltd, Northumberland
SDP Print Solutions, Nottinghamshire
Washington Direct Mail, Gateshead
Xerox (UK) Ltd, Middlesex

6. A comprehensive evaluation of the tenders received for Lot 1 has been undertaken against the following criteria:
 - Mandatory requirements: Grounds for Exclusion, Insurance, Health and Safety, Equality and Diversity, Financial Information, Technical Capacity
 - Quality including: sub-contracting, data transfer agreement, postal discounts, merging and matching, document extraction, tracking and reconciliation of production process, implementation plan, posting from receipt of data,

document and template amendments, pre printing quality checks, revenues and benefits software, business continuity, staffing resources and added value.

- Price including: Full breakdown of costs for the provision of the service

7. A comprehensive evaluation of the tenders received for Lot 2 has been undertaken against the following criteria:

- Mandatory requirements: Grounds for Exclusion, Insurance, Health and Safety, Equality and Diversity, Financial Information, Technical Capacity
- Quality including: consistency of print, print management, sample print, type of print, implementation plan and delivery schedule
- Price including: Full breakdown of costs for the provision of the service

8. A comprehensive evaluation of the tenders received for Lot 3 has been undertaken against the following criteria:

- Mandatory requirements: Grounds for Exclusion, Insurance, Health and Safety, Equality and Diversity, Financial Information, Technical Capacity
- Quality including: Working to timescales, Consistency of print, Management of deadline issues, fulfilment of other materials, stock holding, data transfer agreement and printing reconciliation.
- Price including: Full breakdown of costs for the provision of the service

Consultation

9. There has been no external consultation.

Alternative Options

8. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives; therefore there are no alternative options.

Implications of Recommended Option

9. **Resources:**

a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that funding has been allocated for this project.

b) **Human Resources Implications** – Nil

c) **Property Implications** - Nil

10. **Risk Management Implication** – the specification and the evaluation of the bidder's ability to carry out the contract were done in a way that mitigates many of the associated risks eg bidders were required to have multiple production sites for continuity of service.

11. **Equality and Diversity Implications** - Nil

12. **Crime and Disorder Implications** – Nil

- 13. Health Implications - Nil**
- 14. Sustainability Implications - Nil**
- 15. Human Rights Implications - Nil**
- 16. Area and Ward Implications - Nil**

Background Information

- 17. The documents that have been relied on in the preparation of the report include:**
Received tenders from suppliers