

NEPO608 – Safeguarding Adult Reviews, Domestic Homicide Reviews, and Local Child Safeguarding Practice Reviews

Commissioning Model

October 2018

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1.	Commissioning Intentions
	<p>Following a period of engagement and formal consultation, the NEPO member authorities and Northumberland County Council, as an associate member of NEPO have agreed a final Commissioning Model for a collaborative approach for the purchase of Safeguarding Adult Reviews, Domestic Homicide Reviews and Children's Safeguarding Practice Reviews.</p> <p>We have now formally closed the commissioning phase and moved into the procurement phase.</p> <p>In preparation for the procurement exercise, a Tender Ready Session will be offered to Providers to give them procurement support to ensure they are tender ready for the procurement exercise. We will also invite Providers to a Pre-Tender Event where we will explain what is required/expected during the tender process and discussions will take place in relation to the tender document pack.</p> <p>We will be carrying out a competitive tender process in due course to appoint Providers to a Dynamic Purchasing System for delivery of services in relation to Safeguarding Adult Reviews, Domestic Homicide Reviews and Children's Safeguarding Practice Reviews.</p>
2.	Introduction
	<p>In May 2016 the Assistant Directors for Adult Social Services (ADASS) and Assistant Directors of Children's Services (ADCS) for the 12 North East local authorities determined that there would be benefit in working together to establish a formal procurement solution for the purchase of Safeguarding Adult Reviews, Domestic Homicide Reviews and Children's Safeguarding Practice Reviews.</p> <p>Following approval through regional governance arrangements, it was agreed that initially South Tyneside Council, and latterly Newcastle City Council would act as Lead Authority for this procurement exercise.</p> <p>Following the completion of a period of market engagement, the 11 NEPO member authorities and Northumberland, as an associate member of NEPO will carry out a competitive tender exercise to put arrangements in place for 1 April 2019 until 31 March 2024.</p>
2.1	<p>The Procurement Solution</p> <p>Following feedback and advice from legal representatives from the Participating Organisations, we will be running a bespoke tender process under the Public Contract Regulations 2015, for the delivery of Services.</p> <p>The Dynamic Purchasing System (the Contract) will provide a flexible solution to bring new Providers onto the Dynamic Purchasing System (the Contract) during the life of the Contract.</p> <p>Length of Solution</p> <p>The length of this procurement solution will be five years.</p>

Price Reviews

Prices will be fixed for the full five-year term of the Dynamic Purchasing System (the Contract).

Call-off Procedures

Call-off against the Dynamic Purchasing System (the Contract) will be by further competition through the North East Procurement Organisation's (NEPO) Electronic Tendering Portal.

All Call-offs will be subject to strict evaluation criteria to be detailed in the terms and conditions of the Dynamic Purchasing System (the Contract) and subsequent Call-Off Alerts.

Submissions to further competitions will be evaluated on quality and price against the requirements of the Purchasing Authority.

Contract Monitoring

Newcastle City Council, as Lead Authority, will monitor the contract compliance with Providers. Individual Purchasing Authorities will monitor the quality of services with Providers who are awarded Call-off Contracts, escalating any concerns to Newcastle City Council.

As Lead Authority, the contract monitoring requirements will align to Newcastle City Council's Contract Management Toolkit.

Providers will be required to return Key Performance Indicator information to the Lead Authority on a six-monthly basis.

Providers will be required to develop their Business Continuity Plan for the start of the contract award. The Council will develop an over-arching Business Continuity Plan for the full scope of the Contract.

The Participating Local Authorities will test delivery against an agreed quality framework by desktop review at least once over the life of the contract, this includes a review of the Provider's Business Continuity.

Representatives of the Participating Authorities will meet on a minimum of six-monthly basis to review the quality of services being delivered. If there are quality concerns identified with a Provider, the Lead Authority will follow these up directly with the relevant Provider.

Contract monitoring may change as new regional contract management requirements are fully developed.

2.2	Existing Services <p>Any pre-existing cases that are in progress prior to the Flexible Procurement Agreement (the Contract) going live will be paid at the rates agreed when the case was originally agreed.</p>						
3.	Summary of contract opportunities						
3.1	Financial Model <table border="1"> <tr> <td>Daily Fee (pro-rata for part-days) All Lots All-inclusive fee including travel time and mileage</td><td>£500.00</td></tr> <tr> <td>Travel</td><td>No additional mileage or Fee to be paid unless the case requires travelling outside of the North East 12 Local Authority area. Exceptions detailed in 3.1 below.</td></tr> <tr> <td>Parking paid</td><td>No additional costs to be paid</td></tr> </table> <p style="text-align: center;">Table 1</p> <p>For cases where travel is not required outside the North East 12 Local Authority areas the hourly Fee will be paid as indicated above in table 1.</p> <p>For cases where travel is required outside of the North East 12 Local Authority areas, the Participating Local Authorities will, on an individual case basis:</p> <ul style="list-style-type: none"> consider paying additional mileage over 70 miles per day, and consider paying the hourly Fee, at a rate of 50%, during travel time for the element of travel time outside of the North East 12 Local Authorities. <p>These two areas will be considered on a case by case basis to ensure that the Participating Authorities meet their National Living Wage obligations to Providers.</p> <p>All Providers will be required to meet their obligations under tax legislation including IR35 arrangements, where these are applicable, within the fees detailed below.</p>	Daily Fee (pro-rata for part-days) All Lots All-inclusive fee including travel time and mileage	£500.00	Travel	No additional mileage or Fee to be paid unless the case requires travelling outside of the North East 12 Local Authority area. Exceptions detailed in 3.1 below.	Parking paid	No additional costs to be paid
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3.2	Lots to be presented to the market <p>Contract opportunities on the Flexible Procurement Agreement (the Contract) will be presented across six Lots:</p> <p>Safeguarding Adult Reviews (Lots 1 - 4) Lot 1 - Safeguarding Adults Review – Independent Author and Chair Lot 2 - Safeguarding Adults Review and Domestic Homicide Review (combined role) Lot 3 - Safeguarding Adults Review and Local Child Safeguarding Practice Review (combined role) Lot 4 - Safeguarding Adults Review, Domestic Homicide Review and Local Child Safeguarding Practice Review (combined role)</p>						

	<p>Domestic Homicide Reviews (Lots 5 to 7) Lot 5 - Domestic Homicide Review – Independent Author Lot 6 - Domestic Homicide Review – Independent Chair Lot 7 - Domestic Homicide Review – Independent Author and Independent Chair (combined role)</p> <p>Children’s Safeguarding Practice Reviews (Lots 8 to 11) Lot 8 - Local Child Safeguarding Practice Review - Independent Author Lot 9 - Local Child Safeguarding Practice Review - Independent Chair Lot 10 - Local Child Safeguarding Practice Review - Independent Chair and Author (combined role) Lot 11 - Local Child Safeguarding Practice Review and Domestic Homicide Review (combined role)</p> <p>Providers can apply to be appointed to as many, or as few, of these Lots as they choose. Following successful evaluation, Providers will be appointed to the Dynamic Purchasing System (the Contract), to deliver services within their specific Lots. Providers do not need to provide services under all the above Lots, but to be successfully appointed to the Dynamic Purchasing System (the Contract), to deliver services within their specific Lots, must evidence that they can meet all the requirements in the Service Specification relevant to that Lot.</p>																									
3.3	<p>Geographical Restrictions to Lots</p> <p>To ensure the provision of appropriate Services on the Dynamic Purchasing System (the Contract) there will be no geographical restrictions to Lots.</p> <p>To secure value for money and support the Lead Authority’s Social Value commitment of ‘Think, Act, Support North East’ the Participating Local Authorities reserve the right to consider the geographic location of individuals, as part of the evaluation criteria, when making awards under this Dynamic Purchasing System (the Contract).</p>																									
4.	<p>Timescale for Procurement</p>																									
	<p>Please see below indicative procurement timescale. All dates are indicative and subject to change.</p> <table border="1"> <tr> <td>1</td><td>Publish Final Commissioning Model to the Market. Notice published notifying the Market that we are closing the Commissioning Phase and moving into the Procurement Phase</td><td>24 August 2018</td></tr> <tr> <td>2</td><td>OJEU Notice published, and tender documents published to the Market on receipt of notification from the European Commission</td><td>15 October 2018</td></tr> <tr> <td>3</td><td>Procurement support session ‘tender ready’</td><td>16 October 2018 (a.m.)</td></tr> <tr> <td>4</td><td>Pre-tender event</td><td>16 October 2018 (p.m.)</td></tr> <tr> <td>5</td><td>Tender opportunity closes</td><td>10 December 2018</td></tr> <tr> <td>6</td><td>Evaluation commences</td><td>To be confirmed</td></tr> <tr> <td>7</td><td>Approval to award Contract</td><td>To be confirmed</td></tr> <tr> <td>8</td><td>Intention to Award notices sent to successful Providers incorporating mandatory 10-day Alcatel stand still period</td><td>To be confirmed</td></tr> </table>		1	Publish Final Commissioning Model to the Market. Notice published notifying the Market that we are closing the Commissioning Phase and moving into the Procurement Phase	24 August 2018	2	OJEU Notice published, and tender documents published to the Market on receipt of notification from the European Commission	15 October 2018	3	Procurement support session ‘tender ready’	16 October 2018 (a.m.)	4	Pre-tender event	16 October 2018 (p.m.)	5	Tender opportunity closes	10 December 2018	6	Evaluation commences	To be confirmed	7	Approval to award Contract	To be confirmed	8	Intention to Award notices sent to successful Providers incorporating mandatory 10-day Alcatel stand still period	To be confirmed
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	9	Award notices sent to successful Providers	To be confirmed
	10	Pre-start activity	1 – 31 March 2019
	11	Contract commences	1 April 2019
	Table 2		
5.	Social Value		
	<p>The North East region has made a commitment to consider Social Value within the procurement phase. Newcastle City Council's has developed an approach to identify Social Value within the commissioning phase therefore this Dynamic Purchasing System is utilising the Lead Authority's approach to Social Value. Newcastle City Councils Social Value Commitment sets out five principles of Social Value, which must form the basis of our Social Value focused activities throughout our commissioning and procurement cycle. These are:</p> <ul style="list-style-type: none"> • Think, Act, Support North East – thinking about local benefit first • Community Focused – thinking about the value that could accrue to whole communities (as distinct from customer or service user groups) • Ethical Leadership – thinking about how we make sure our suppliers and their supply chains operate in line with Local Authority principles • Green and Sustainable – thinking broadly about the environmental and sustainability aspects of our commissioning • Enabling Change – making sure stakeholders have knowledge, information and skills to be able to make Social Value real <p>Social Value can be built in throughout a commissioning process. Indeed, the best opportunities to drive Social Value appear right at the beginning of the process, before any decisions are made. We can potentially build in Social Value by incorporating it into:</p> <ul style="list-style-type: none"> • the overall commissioning model design • the contract requirements; • the specification(s); • the evaluation questions, • contract monitoring arrangements, and • how we apply monitoring findings to inform new commissions. <p>To implement its Commitment, the Participating Authorities have considered all feedback received during the commissioning phase to determine the best way to incorporate Social Value into the design of this Dynamic Purchasing System from April 2019 onwards. The key themes identified to date have included:</p> <p>Think, Act, Support North East</p> <ul style="list-style-type: none"> • The development of Lotting Structure provides opportunities to upskill local workforce enabling them to deliver inclusive services across the breadth of services under this solution. • Develop markets to increase the local offer and choice to the Participating Organisations filling current gaps in provision. 		

Community Focused

- Service Specification has been developed to include requirements for Providers to:
 - deliver activities that support and enable inclusion of all stakeholders including family members where applicable, and
 - have a commitment to robust, multi-agency working.

Ethical Leadership

- Contract to include National Living Wage and fair terms and conditions for staff.
- Service Specification has been developed to include requirements for Providers to ensure appropriate learning and development opportunities, and
- The Financial Model has been developed to include considerations for IR35, learning and development.

Green and Sustainable

- Contract monitoring systems will be developed to reduce travel associated with monitoring activity – desktop reviews with visits by exception, and
- Call-Off Alerts will take into consideration travel time and distance.

Enabling Change

- Addition of Social Value requirement within the Award Criteria for the Dynamic Purchasing System (the Contract).
- Tender Ready sessions will incorporate a specific Social Value element to help Providers how they can respond to our Social Value requirements within the tender.
- As part of Contract management, specific Social Value workshops will be undertaken with Providers to share best practice and enable Providers to develop their own Social Value commitment.