

Contracting Authority: Welsh Government, CP2, Cathays Park, CF10 3NQ

CONTRACT AWARD RECOMMENDATION PAPER

Welsh Government – EPS - Equality

Contracting authorities are advised to keep a copy of this report on file with the procurement documents.

Should the Commission or Cabinet Office request it, a contracting authority shall send a copy of this report - or its main elements - to them or to other such body as the Cabinet Office may direct in connection with any functions which that body exercises for the purposes of Article 83 of the Public Contracts Directive.

Is this a Contract/Framework/DPS?:	Contract
Contract Title:	Inclusion Services Wales
Contract Number:	C142/2021/2022
Contract Duration (including any options of extension):	3 years + 2 years extension option
No of Supplier views on Bravo:	6 suppliers
No of Tenders received:	Lot 2 - 1
Successful Supplier Name	Lot 2 – Wales Refugee Council
Total cost/value (Excl VAT)	Lot 2- £1,065,000
Savings / Savings against Budget / Cost implications	Please see Section 3: Value for money and benefits

COVID19 consideration: Prior to considering awarding the contract, please provide the contract managers assurance of the following:

- Is the timing is right to award the contract. You should consider the risks of a possible delay or the inability of the supplier to undertake the requirements. There is also a risk of the contract manager within the Welsh Government being affected by the virus.
- Is there a possibility of the supplier being unable to fulfil the contract? We may need to pay for good or services that we cannot receive.

The bidders were asked to outline the risks in delivery and provide mitigation plans for each.

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1. Introduction

1.1 Background Information/Subject

Since 2017 the Welsh Government has run the current Equality and Inclusion Funding Programme (E&I Programme). The E&I Programme funds a number of organisations and projects to support people who remain at greatest risk of discrimination and marginalisation. The current funding programme will end on 31 March 2022, and activity on a new programme will begin from 1 April 2022.

The Welsh Government is seeking to procure Sanctuary Seekers Support Service

The Client invites bids for the provision of these Inclusion Services, through an open procurement process, for the two specific areas as follows:

- **Lot 2 – Sanctuary Seekers Support Service**
The client requires the provision of a Sanctuary Seeker Support Service (“the service”) for 2022-2025 on a pan Wales basis. Collaborative bids to fulfil the themes and outcomes of the contract are encouraged. This should be delivered across two main themes: Practical Advice and Support for Refugees and Asylum Seekers; and Community Integration.

2. Supporting Information

2.1 Contract Process

In accordance with Welsh Government’s standard procurement practice, a Procurement Strategy Risk Assessment was undertaken. The resulting procurement strategy agreed with the customer was to run an *FTS* through the *Open* procedure via the Bravo e-tendering portal. This tender used a 2 lot strategy for each service requirement and would be evaluated based on the Most Economically Advantageous (MEAT) bid.

The following contract risks were identified and noted in the PSRA and revisited at each checkpoint in the process:

- Service level variations anticipated over the duration of the service and bidders were asked to consider how they would provide 24/7, 365 days services where required.
- Contact with other people – enhanced DBS checks will be required for all staff.
- Contract must be awarded early 2022 to allow time to set up and begin service delivery 1st April.

2.2 Tender Response

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A total of 6 suppliers viewed the documentation with 1 tenderer submitting a response through the portal by the published deadline.

Lot 2 – Welsh Refugee Council

No suppliers declined and provided reasons why they did not bid.

2.3 Stage 1 – Qualification / Selection Criteria

The supplier that submitted a tender successfully passed through the selection questionnaire which evaluated the capacity, capability and competency of tenderers. The tender provided the required certification and insurance levels and was approved for the next stage in the evaluation process.

2.4 Award Criteria

Stage 2 – Technical

The agreed scores and weightings for the contract / framework were applied to the returned submission and are as follows:-

Commercial: 20% Lowest Price

Technical: 80%:

Lot 2: Sanctuary Seekers Support Service

Q1	Expertise - Demonstrate how your expertise in supporting sanctuary seekers in Wales will enable you to meet the aims and objectives of this contract	20%
Q2	Service Delivery Methodology - Demonstrate how you will deliver the service requirements to support sanctuary seekers over the duration of the contract.	30%
Q3	Engagement and Communication - Demonstrate how you will ensure the service works effectively with partners to improve community integration	30%

2.5 Technical Evaluation

The technical evaluation took place on 11/01/2022.

[REDACTED – SECTION 40(2)]

[REDACTED – SECTION 40(2)]

[REDACTED – SECTION 40(2)]

[REDACTED – SECTION 40(2)]

Prior to evaluating the bids, all panel members confirmed in writing that there were no conflict of interest and no conflicts of interest had arisen now that the Bidder(s) are known (this also includes any conflicts that may come to light as bids are being evaluated).

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Each panel member individually assessed the response provided by the tenderer. As a result of the individual evaluation a number of clarifications were issued. Responses received and deemed sufficient. All information can be viewed via the messages tab on the Bravo e-tenderwales Portal. A consensus meeting was held and score agreed upon by the panel.

The panel has confirmed in writing that they are content with the final agreed consensus scores and the combined scores as below:

Based on the award criteria and weightings given above, the evaluation has resulted in the following scores:

Lot 2

Moderated Scores	Question No / Title					
Company	1	2	3	Tech (subtotal)	Commercial	Total
Welsh Refugee Council	20	18	18	56	20	76

3. Value for Money and Benefits

The lot received 1 bid which was evaluated using MEAT principles with the commercial responses within the approximate budget range included in the tender documents. The scores achieved through the technical evaluation influenced the end result

Lot 2

At the outset of the procurement process the customer estimated that the cost to provide this service for the initial 3 years was approximately £1,065,000 excluding VAT (and approximately £710,000 excluding VAT should the extension be utilised). The price submitted by **Welsh Refugee Council** for this Service is **£1,065,000 (excl VAT)**, resulting in no saving.

4. Successful Tenderer(s)

The contract proposal based on the agreed scores and weightings is to offer a contract award to Welsh Refugee Council.

5. Contract Terms and Conditions

The successful supplier has agreed to comply with the Welsh Government standard terms and conditions of Services, along with the general terms stipulated within the specification.

7. Contract Management

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Management of this contract will be undertaken by the customer. Contact will be made with the successful supplier after the award letter(s) have been sent to ensure both parties fully understand the contract expectations.

As contract management will be a key driver to the success of this procurement, CPS will meet with the contract manager to undertake a contract handover and provide the contract management toolkit as a way of formally capturing and measuring performance.

11. Lessons Learnt

What went well with this procurement?

The tender was awarded successfully.

What did not go well with this procurement?

Only one bid was received for this lot. 6 suppliers reviewed the docs with no supplier providing a reason why they did not bid.

Lot 2 The Sanctuary Seeker service is new and there was likely only two serious bidders Welsh Refugee Council and Victim Support who have focussed on lot 1.

What must be considered / done differently next time?

Potential to advertise the opportunity through a PIN to increase interest.

8. Declaration

The Alcatel / Award Letter(s) will not be issued until a signed copy of this form has been returned to CPS (by email).

If you have any issues you wish to discuss please do not hesitate to contact:

Name	Title	Telephone No
[REDACTED – SECTION 40(2)]	[REDACTED – SECTION 40(2)]	

To be completed by CPS Quality Assurance

I confirm I have quality assured this process, I have reviewed all individual and panel moderated evaluation scores and associated comments and the additional Comments by CPS relating to final decision and also all associated risks; I am content for it to process to award.

Signed [print name] _____ [REDACTED – SECTION 40(2)]

Dated ____18/01/22_____

Strategic Critical Procurement SCS Peer Review

N/A not strategic Critical

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I confirm I have quality assured this process, associated risks and award decision and I am content for it to proceed to award.

Signed [print name] _____

Grade _____

Dated _____

To be completed by Divisional Contract Manager

I have considered all associated risks and I agree to the recommendations for award and can confirm that we have fully complied with the necessary procedures relating to each stage of the tender process, the recommendations for the award of contract are shown on file and include completed justification documents and scoring relating back to the evaluation criteria listed in the specification. I confirm I have reviewed all individual and panel moderated evaluation scores and associated comments and the additional Comments by CPS relating to final decision and I agree that this is a true and accurate reflection of the evaluation process undertaken. I can also confirm that we take responsibility for the contract evaluation documents and that no amendments to the standard documentation have been made without the written approval of my CPS Procurement Lead.

Signed [print name] [REDACTED – SECTION 40(2)] Dated 19.01.2022

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