

Causeway Coast and Glens Borough Council

To: Leisure & Development Committee

Generalist Voluntary Advice Tender

12th January 2016

For Decision

Report to Committee

Linkage to Interim Corporate Plan	
Strategic Themes	Resilient, Healthy & Engaged Communities: Council will work to develop and promote stable and cohesive communities across the Borough
Lead Officer	Julie Welsh – Head of Community and Culture Louise Scullion – Community Services Manager
Cost: (If applicable)	£202,000

The purpose of this report is to propose that Council award the tender for the provision of Generalist Voluntary Advice Services for the Borough for 2016-2018, as contained within the Community Development Strategy for Council.

Background

As agreed by Council in October 2015, an open procurement/tendering process has been undertaken for the provision of Generalist Voluntary Advice Services for the Borough for the period April 2016 to 31st March 2018.

This is in line with the outcomes of the review carried out in 2012-13 by the four merging Councils, which focused on options for the commissioning of generalist voluntary advice services at Council level. The conclusions/recommendations of the study were previously presented to elected members who agreed that in the long term, Council will implement a single public tender with a lead partner.

Detail

Based on this agreement Causeway Coast and Glens Borough Council released terms of reference through EU Journal notification to publicly procure Generalist Advice Services (1st April 2016 to 31st March 2018) for the whole Borough area. Key outputs, based on legacy Council arrangements and associated with the delivery of the project include:

- Advice provision to be based in locations in Ballycastle, Ballymoney, Bushmills, Coleraine, Cushendall, Dungiven and Limavady.
- All locations to offer the range of provision of generalist advice services stated in the Advice Specification provided by Causeway Coast and Glens Borough Council.
- A minimum of 6.5 full-time equivalent advice staff should be employed across the Borough.
- The annual target of enquiries is 28,000 per annum.
- The advice provider must be able to meet the advice standards and guidelines as set out in the 'Standards and Guidelines for the Provision of Generalist Voluntary Advice Services'.
- Provision must be available for individuals seeking generalist voluntary advice services who do not have English as their first language.

Tender

One valid submission was received by the tender closing date of 10th December 2015. The tender assessment took place on 17th December 2015. The tender was scored on methodology (80%) and cost (20%) with the threshold for appointment set at 65%. The submission received a score as follows:-

Tenderer	Methodology Score (80%)	Price Score (20%)	Total Score (100%)
Citizens Advice Causeway (Lead Partner for Causeway and Glens Advice Services Consortium)	65	20	85%

Recommendation:

It is recommended that Council award the tender for the Causeway Coast and Glens Borough Council: Provision of Generalist Advice Services for the Borough from 1st April 2016 to 31st March 2018 to Citizens Advice Causeway as Lead Partner for Causeway and Glens Advice Services Consortium at a maximum annual cost of £202,000, and subject to the necessary funds being made available through the Department for Social Development and Council.