

NOTICE OF MEETING

Cabinet Procurement Committee

THURSDAY, 12TH APRIL, 2012 at 18:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, LONDON N22 8LE.

MEMBERS: Councillors Goldberg (Chair), Bevan, Kober and Reith

AGENDA

1. APOLOGIES FOR ABSENCE

2. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. Late items will be considered under the agenda item where they appear. New items will be dealt with at item 11 below. New items of exempt business will be dealt with at item 17 below.

3. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. MINUTES (PAGES 1 - 2)

To confirm and sign the minutes of the meeting of the Procurement Committee held on 23 February 2012.

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Standing Orders.

6. FINANCING THE LEISURE SERVICE FITNESS SUITE EQUIPMENT (PAGES 3 - 6)

(Report of Interim Chief Financial Officer): to note the amendment under delegated authority to the financial arrangements for Leisure Service fitness suite equipment.

7. AWARD OF CORONERS' REMOVALS CONTRACT (PAGES 7 - 10)

(Report of the Director of Place and Sustainability): to seek approval for the award of contract for the coroners' removals service.

8. CONTRACT FOR THE SUPPORT AND MAINTENANCE OF THE COUNCIL'S IT NETWORK, IT SECURITY AND DATA CENTRES (PAGES 11 - 14)

(Report of the Assistant Chief Executive): to seek approval for the award of a replacement contract for the management of the Council's IT network, security and data centres.

9. HEALTHY ALLIANCE - PRIMARY AND SECONDARY COMMUNITY HIV PREVENTION PROGRAMME FOR ENFIELD AND HARINGEY (PAGES 15 - 22)

(Report of the Director Public Health): to seek approval for the award of contract for primary and secondary community HIV prevention services.

10. SPORT AND PHYSICAL ACTIVITY COACHING SERVICES SUPPLIERS FRAMEWORK (PAGES 23 - 32)

(Report of Director of Place and Sustainability): to seek approval for the award of a framework agreement for the provision of sports and physical activity coaching.

11. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at 2 above.

12. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be the subject of a motion to exclude the press and public as they contain exempt information which either relates to the business or financial affairs of any particular person (including the Authority holding that information) or the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods and services.

Note by the Head of Local Democracy and Member Services

Items 13-17 allow for the consideration of exempt information in relation to items 7-10 which appear earlier on the agenda.

13. AWARD OF CORONERS' REMOVALS CONTRACT (PAGES 33 - 38)

(Report of the Director of Place and Sustainability): to seek approval for the award of contract for the coroners' removals service.

14. CONTRACT FOR THE SUPPORT AND MAINTENANCE OF THE COUNCIL'S IT NETWORK, IT SECURITY AND DATA CENTRES (PAGES 39 - 40)

(Report of the Assistant Chief Executive): to seek approval for the award of a replacement contract for the management of the Council's IT network, security and data centres.

15. HEALTHY ALLIANCE - PRIMARY AND SECONDARY COMMUNITY HIV PREVENTION PROGRAMME FOR ENFIELD AND HARINGEY (PAGES 41 - 42)

(Report of the Director Public Health): to seek approval for the award of contract for primary and secondary community HIV prevention services.

16. SPORT AND PHYSICAL ACTIVITY COACHING SERVICES SUPPLIERS FRAMEWORK (PAGES 43 - 44)

(Report of Director of Place and Sustainability): to seek approval for the award of a framework agreement for the provision of sports and physical activity coaching.

17. NEW ITEMS OF EXEMPT URGENT BUSINESS

To consider any items admitted at 2 above.

David McNulty
Head Local Democracy & Member Services
5th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Maria Fletcher
Principal Committee Co-ordinator
Tel: 020 8489 1512
Email:maria.fletcher@haringey.gov.uk

2 April 2012

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**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
THURSDAY, 23 FEBRUARY 2012**

Councillors Bevan, Kober and Goldberg (Chair)

Apologies Councillor Reith

MINUTE NO.	SUBJECT/DECISION	ACTON BY
PROC37.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Cllr Reith.</p>	
PROC38.	<p>MINUTES</p> <p>RESOLVED</p> <p>That the minutes of the meeting held on 12 January 2012 be approved and signed.</p>	
PROC39.	<p>THE COUNCIL'S CORPORATE INSURANCE ARRANGEMENTS</p> <p>The interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>The Committee considered a report seeking approval for the procurement of the Council's property and liability insurance policies from 1 April 2012 to 31 March 2014 following the expiry of the existing contracts on 31 March 2012. The procurement process had been undertaken through the Insurance London Consortium at the lead of the LB Croydon as purchasing authority in order to achieve value for money and the most competitive rates.</p> <p>The Committee noted the additional clarification provided on the breakdown of the overall premium saving to be achieved on the current costs for 2011/12 across the two contract lots.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> • That approval be granted for the procurement of property and liability insurance policies via the Insurance London Consortium and for the award of contract for each of the insurance policies to the recommended providers, namely Zurich Municipal for both Lot 1 (property policy) and Lot 2 (liability policy), with the total costs for 2012/13 as specified in the exempt appendix to the report. 	Dir CR

CLLR GOLDBERG

Chair

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Haringey Council

Report for:	Cabinet Procurement Committee 12 th April 2012	Item number	
Title:	Financing the Leisure Service Fitness Suite Equipment		
Report authorised by :	Interim Chief Financial Officer <i>Kevin Bartle</i> 28 MARCH 2012		
Lead Officer:	Interim Chief Financial Officer kevin.bartle@haringey.gov.uk 020 8489 5972		
Ward(s) affected: ALL	Report for Noting		

1. Describe the issue under consideration

- 1.1 To inform the Committee that the Interim Chief Financial Officer has made a decision to alter the financing arrangements for the Leisure Service Fitness Suite equipment pursuant to his delegated authority.

2. Cabinet Member Introduction

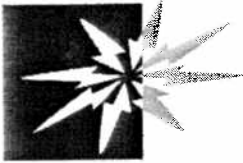
- 2.1 Not applicable.

3. Recommendations

- 3.1 That the report be noted.

4. Other options considered

- 4.1 Financing the equipment through a finance lease was considered.



Haringey Council

5. Background information

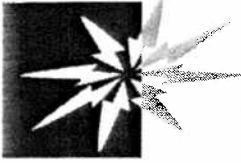
- 5.1 On 3rd February 2011 Cabinet Procurement Committee resolved:
“That in accordance with Contract Standing Order 11.01 (b) approval be granted to the award of the contract for Fitness Suite Equipment Supply and associated Maintenance and Support Services to Technogym on the terms set out in the Appendix to the interleaved report for a period of five years to be funded via a finance lease arrangement.”
- 5.2 In accordance with section 151 of the Local Government Act 1972, the Chief Financial Officer is responsible for the proper administration of the Council's financial affairs. The Council's Financial Regulations expressly delegate all decisions on borrowing, investment, leasing or financing to the Chief Financial Officer (the Section 151 Officer), who is required to act in accordance with CIPFA's code of practice for Treasury Management.
- 5.3 Pursuant to this delegated authority, the Interim Chief Financial Officer has made the decision to alter the finance arrangements for the Leisure Fitness Suite equipment so that it is funded through borrowing rather than via a finance lease arrangement. The reason for this is that funding it through borrowing will give greater flexibility if the service is externalised. A finance lease cannot be novated to a third party, so entering into a lease for five years removes any flexibility for that period. Given current leasing and borrowing rates, the cost of the two options are broadly similar.

6. Comments of the Chief Financial Officer and Financial Implications

- 6.1 Entering into a five year finance lease to finance this equipment would restrict the Council's options if the service is externalised. Finance lease providers quote on the basis of the lessee's credit risk and therefore it would not be possible to novate a lease to a third party. Given this lack of flexibility and the fact that current leasing and borrowing rates are broadly similar, I have made the decision that borrowing to finance this equipment will be a better option for the Council than entering into a finance lease.

7. Head of Legal Services and Legal Implications

- 7.1 The Chief Financial Officer is responsible for the proper administration of the Council's financial affairs, pursuant to section 151 Local Government Act 1972.



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7.2 Further, the Council's Constitution expressly delegates all decisions on borrowing, investment, leasing or financing to the Chief Financial Officer (the Section 151 Officer) in its Financial Regulations, at Part 4 Section I, para 7.15.

8. Equalities and Community Cohesion Comments

8.1 Not applicable.

9. Head of Procurement Comments

9.1 This report aims to appraise Cabinet Procurement Committee of a subsequent decision by the Chief Financial Officer to amend the original financing recommendation (5.1 above) from leasing to one of borrowing.

9.2 This change of funding arrangement does not alter in anyway the contract with Technogym to supply the gym equipment; but it does have the effect of keeping open all options for the Council when considering the future of its Leisure Centres.

10. Policy Implications

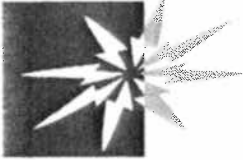
10.1 None.

11. Use of Appendices

11.1 None.

12. Local Government (Access to Information) Act 1985


12.1 Not applicable.



Haringey Council

Report for:	Cabinet Procurement Committee 12 th April 2012	Item number	
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Title:	Award of Coroners Removals Contract
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Report authorised by :	Stephen McDonnell Assistant Director of Single Frontline On behalf of Lyn Garner Director of Place and Sustainability Signed 
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Lead Officer:	Bobbi Virgo, Senior Procurement & Contract Officer Tel 0208 489 3348 Bobbi.virgo@haringey.gov.uk
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Ward(s) affected:	Report for Key/Non Key Decision: Non key
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1. Describe the issue under consideration

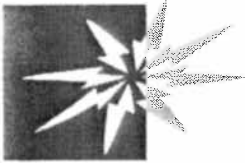
To obtain Members approval to award the contract for Coroners' Removals service

2. Cabinet Member Introduction

This contract forms a key link between the work of the Coroner and the three local authority mortuaries in his jurisdiction, including our facility in Tottenham. The award will provide continuity of service over the next three years with the option to extend for a further year. It will also give value and financial stability to this part of the coroner's work.

3. Recommendations

- 3.1 To award the contract for a Coroners Removal Service to the Contractor identified in the exempt appendix, for a period of 3 years



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from 1 July 2012 to 30 June 2015 with the provision to extend for further periods of up to 1 year, as allowed under CSO 9.07 as the most economically advantageous tender.

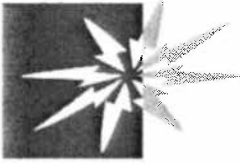
- 3.2 The contract will be monitored by the Council's Coronial service; the Contractor will be required to submit monthly statements of work carried out and invoices raised in relation to services delivered including details of name of deceased, date of collection, time of call out instruction, name of Coroner's manager instructing, time of arrival to collect body, time of delivery to public mortuary and details of amount claimed per body collected and delivered to mortuary.

4. Other options considered

- 4.1 The contracts were originally awarded for 2 years in 2009; the Council's Coronial service exercised the option to extend contracts within the contract term to June 2012. There is no further provision for extension, and the contracts therefore, had to be tendered at this stage

5. Background information

- 5.1 The aim of a Coroners' Removal Service is for the collection and removal of bodies from place of death and transportation to assigned mortuaries to enable Coroners' to determine cause of death within their appropriate jurisdictions.
- 5.2 Service provision covers the boroughs of Barnet, Brent, Enfield, Haringey and Harrow and must be available 24 hours days, 365 days a year, and enacted within a 2-hour call out period.
- 5.3 Current contracts with Dignity Funerals Ltd and Floyd and Son Funeral Directors Ltd were awarded following a tender exercise in 2008. Dignity won the contract for removals in Barnet, Brent and Harrow, and Floyds won the contract for Enfield and Haringey. The contracts were extended to June 2012.
- 5.4 Prices are based on removals per body in standard hours (i.e 8am - 4pm weekdays) and non standard hours (4pm-8am including weekends and bank holidays). The average cost of both services in the last financial year was approximately £120k.
- 5.5 Haringey is the Lead Authority for all the boroughs in relation to this provision; in line with the Council's Standing Orders, (CSO 9.01 contract value exceeds £100k) The Council's Central Procurement Unit placed an advert on Compete for, and Delta the Councils e-tendering system for an open tender process on 5th January 2012.



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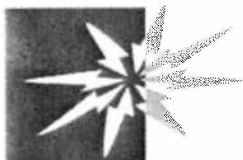
- 5.6 Additionally, Council's Coronial service also placed adverts in several local newspapers covering the above boroughs including, the Enfield Advertiser, Barnet Times, Hendon and Finchley Times, and Haringey Independent, as well, as leaflets advertising the tender opportunity in the Coroners Court in Barnet and various mortuaries within the relevant jurisdictions.
- 5.7 By tender return date, 9th February, 3 bids were received from the organisations identified in the exempt appendix (paragraph 1)
- 5.8 The results of bid Evaluation is contained in the exempt appendix (paragraph 5-7)

6. Comments of the Chief Financial Officer and financial Implications

- 6.1 The cost of the service will be met by the Coronial Support Budget. For the fiscal year 2011/12 this stood at some £1.09m. The budget for 2012/13 will be at a similar level.
- 6.2 The tendered service is not static and actual expenditure in any one year will depend on demand however the revised price structure should provide savings on the unit costs and overall the service should manage within the existing budget.

7. Head of Legal Services and Legal Implications

- 7.1 The Coroner's Removal Service is not considered a priority activity service and so there is no requirement under the Public Contracts Regulations 2006 to follow a European tendering exercise.
- 7.2 The Council's Place and Sustainability Directorate (the Directorate) followed an open tender procedure in accordance with Council Contract Standing Orders (see CSO 9.01A).
- 7.3 The Directorate now wishes to award the contract to the contractor named in the exempt appendix. Because of the value of the award, the Procurement Committee needs to approve it in accordance with CSO 9.07.1 d (contracts valued at over £250,000).
- 7.4 The award criteria is that of most economically advantageous tender (see CSO 9.07.1 b).
- 7.5 The Head of Legal Services confirms that there are no reasons preventing Members from approving the recommendations in this report.



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8. Equalities and Community Cohesion Comments

- 8.1 All bidders were asked to submit their Equalities policies , to ensure that they meet Council requirements in demonstrating a commitment to Equal Opportunities and provision of the Equality Act 2012.
- 8.2 Additionally bidders had to demonstrate within their method statement response how they were equipped to deliver the service in a culturally diverse environment.

9. Head of Procurement Comments

- 9.1 This Procurement process had been carried out in line with the Procurement code of Practise.
- 9.2 The recommendation follows a competitive process and has tested the market to achieve a Value for Money outcome.
- 9.3 Contract management arrangements have been out into place to ensure the speedy identification and resolution of any non compliance issues

10. Policy Implications

None

11. Use of Appendices

- 11.1 See Part B for exempt information.

12. Local Government (Access to Information) Act 1985

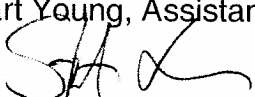
- 12.1 This report contains exempt and non-exempt information. Exempt information is contained in Part B and is not for publication.. The information is exempt under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):
 - Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).



Haringey Council

Report for:	Procurement Committee 12th April 2012	Item number	
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Title:	Contract for the Support & Maintenance of the Council's IT Network, IT Security & Data Centres
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Report authorised by :	Stuart Young, Assistant Chief Executive 
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Lead Officer:	David Hatley Head of IT Supplier Management 020 8489 3235
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Ward(s) affected: All	Report for Key/Non Key Decision: Key
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1. Describe the issue under consideration

- 1.1 To award the replacement Contract for the management of the IT Network, Security and Data Centres following an EU tender process as described fully in this report and in Part B, Exempt Information.

2. Cabinet Member Introduction

- 2.2 The management of the IT Network, IT Security and Data Centres is a key service provided to The Council which ensures that our systems and networks operate efficiently and effectively. Following a full EU tender process savings have been achieved for the Council and I recommend that this contract is awarded as described in Part B, Exempt Information.

3. Recommendations

- 3.1 To award the replacement contract for the management of the IT Network, IT Security and Data Centres to Bidder 1 (named in the exempt part of the report) following a transparent tendering process carried out by Council Officers in line with C.S.O 9.07.
- 3.2 The contract is for a period of 3 years with an option to extend for a further 2 years with an anticipated start date of July 2012.



4. Other options considered

4.1 Tender via a Framework Agreement. The existing frameworks for Telecoms Services let by Buying Solutions, now part of the Government Procurement Service, were due to expire in January 2012 (now extended to June 2012) with replacements not due until May 2012. The other option of using the Eastern Shires Purchasing Organisation (ESPO) framework was discounted following concerns expressed by Legal Services on the terms of the framework for the Council. The uncertainty around this meant that a full EU tender was the preferred approach.

4.2. Internalise the Service. The Council could recruit staff to provide the service itself. This would require up to 5 staff, as per the existing Supplier staff on-site, with specialist knowledge and experience to be sourced from the market. Such personnel command a premium due to their specialism and the Council would need to retain these premium skills in a competitive recruitment market. This option was discounted to avoid placing Council services at risk.

4.3 Continuing to externalise this element ensures access to a wider group of staff providing absence and leave cover and a 24 hour by 7 day monitoring service which it would not be cost effective for the Council to provide at this time. The preferred Supplier is able to utilise niche skills across a wider base of customers for subjects that the Council could not consider employing on a full time basis.

5. Background information

5.1 In April 2006 the Council let a contract for the management of its IT Network, IT Security and Data Centres following an EU tender exercise.

5.2 The IT Network enables communication between the various IT systems employed, and between the Council and external parties. Any failure of the network will impact on the day to day business of the Council.

5.3 In addition, the Network and the systems within it need to be protected from external threats such as intruders, denial of service attacks and viruses.

5.4 IT Services run two data centres to provide IT services to the Council and the day to day management of these is carried out under the contract which includes the environmental controls - fire, flood and heat alarms - and equipment such as air conditioning, uninterrupted power supplies and fire suppressants.

5.5 As the existing contract was due to expire, it was agreed with Central Procurement colleagues that a full EU tender process would be undertaken to achieve value for money for the Council.



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- 5.6 A Prior Indicative Notice was published in OJEU on the 2nd February 2011 indicating to bidders that the Council would be going out to the market within the next twelve months.
- 5.7 A contract notice 2011/S 185-303117 was published through OJEU on the 27th September 2011 with the opportunity posted on CompeteFor to invite expressions of interest from providers to complete a Pre Qualification Questionnaire (PQQ). Seventeen companies responded.
- 5.8 The Delta electronic tendering system was used for the Invitation to Tender (ITT) stage for 3 providers who were selected through the evaluation process at the PQQ stage. Please see Part B (exempt information) for details.
- 5.9 The evaluation of the tenders was based on the MEAT principle (Most Economically Advantageous Tender) with 60% allocated against the bidders' method statements (Quality) and the 40% allocated for Price.

6. Comments of the Chief Financial Officer and Financial Implications

- 6.1 The forecast costs of this recommended three year contract have been adequately supported by the Service and there is revenue and capital budget provision to meet these within the IT business unit.
- 6.2 We concur with the Head of Procurement's comments that the recommended bidder appears to offer the Council value for money, in that essential additional services are also to be provided within the new contract at no additional cost (thereby saving otherwise necessary further budget allocations to these areas).

7. Head of Legal Services and Legal Implications

- 7.1 The contract which this report relates to has been tendered in accordance with the Public Contract Regulations 2006 (the "Regulations"), using the Restricted Procedure, a tendering procedure whereby expressions of interest are invited by advertisement in the Official Journal of the European Union, with a selection of the contractors who have expressed an interest being invited to submit tenders.
- 7.2 The recommendation to award the contract is based on the most economically advantageous tender submitted, in accordance with Regulation 30 of the Regulations, and CSO 9.07.1(b).
- 7.3 As the value of the contract is over £250,000 it may only be awarded by the Procurement Committee in accordance with CSO 9.07.1(d).
- 7.4 This is a key decision and the Directorate has confirmed that it has been included in the Forward Plan.



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7.5 The Head of Legal Services sees no legal reasons preventing Members from approving the recommendations in the report.

8. Equalities and Community Cohesion Comments

8.1 No impact on either equalities or community cohesion.

9. Head of Procurement Comments

9.1 Potential bidders were alerted to the upcoming contract opportunity, by publishing a PIN advert in February 2011, followed by the Tender Notice in September 2011. This early market engagement attracted 17 potential bidders.

9.2 Pre-qualification assessments reduced these numbers to 3 and from which the recommended bidder was selected.

9.3 The recommended bidder provides significant savings to the Council and represents overall best value for money.

10. Policy Implications

10.1 None

11. Use of Appendices

11.1 Part B (Exempt Information)

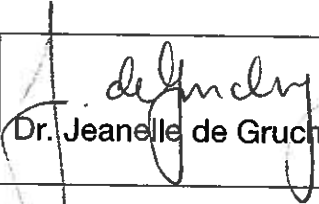
12. Local Government (Access to Information) Act 1985

12.1 Part B of this report contains exempt information and **is not for publication**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972)

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).*



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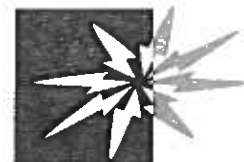
Report for:	Cabinet Procurement Committee	Item number	
Title:	Healthy Alliance – Primary and Secondary Community HIV Prevention Programme for Enfield and Haringey		
Report authorised by :	 Dr. Jeanelle de Gruchy, Director of Public Health		
Lead Officer:	Joan Badcock - 020 8489 2952 Joan.badcock@haringey.gov.uk		
Ward(s) affected:	All	Report for Key/Non Key Decision: Non Key Decision	

1. Issue under consideration

- 1.1 To waive the need to obtain quotations or tender these services due to their uniqueness, and to select Embrace UK Community Support Centre ("Embrace UK") as the preferred provider for the contract period of 2012 – 15, for the contract value set out in the exempt part of the report at Appendix 1.

2 Cabinet Member introduction

- 2.1 Over the past ten years there has been a steady increase in the prevalence of HIV in Enfield and Haringey. In 2009 Haringey across England's PCT's Haringey recorded the 9th highest prevalence of HIV in people of 15-59 years of age and within this, the higher prevalence rate was within the Black African community.
- 2.2 We propose to bring together the five primary and secondary community HIV prevention services currently being delivered by Embrace UK, (a



Haringey Council

voluntary sector organisation based in Haringey) into one comprehensive programme with one contract. All five programmes have been designed to meet the National and London policy requirements and local identified HIV prevention needs.

2.3 The five components of the programme are:

Primary Prevention

- **The Time2Know Project**
- **The Community HIV Test Awareness and Test Promotion Project**
- **The Safer Sex Project**

Secondary Prevention

- **The Community Support Service**
- **The Newly Diagnosed Pregnant Women's Service Programme**

The overall programme consists of:

Name of Project / Programme	Annual Contract Outcomes - These are revised and increased each year of the contract
Time2Know Project	<ul style="list-style-type: none"> • number of one to one interventions of 1hr with African & Caribbean people with 2 or more sexual partners to facilitate them to take an HIV test • agreed number of people discussing and developing safer sex skills • agreed number of trained volunteers delivering the Time2Know intervention • agreed number of trained volunteers supported • conduct monthly review meetings • provision of outreach support to 50 + community venues • maintain data base • compile reports
Safer Sex Project	<ul style="list-style-type: none"> • build a safer sex culture within the local community • provision of a number of 1x1 and small group interventions • agreed number of workshops delivered • follow up interviews with clients • review model & revise specification annually
HIV Testing Awareness project	<ul style="list-style-type: none"> • provision of a series of information stalls at events • agreed number of one to one and small group activities delivered • agreed number of workshops provided • agreed number of follow up interviews with clients provided • agreed number of community venues engaged • provision of information on PEP to all venues
Newly Diagnosed Pregnant Women's Project	<ul style="list-style-type: none"> • agreed number of newly diagnosed pregnant women supported • agreed number of women accessing ante natal care supported • agreed number of women accessing post natal care supported • provision of peer mentoring services for all clients • provision of small support groups



	<ul style="list-style-type: none"> • ensure HIV+ pregnant women attend small focus groups • agreed number of referrals to other Embrace UK services • agreed number of referrals to other community services • agreed number of clients reporting increased awareness of benefits of practicing safer sex, • agreed number of women supported to disclose status to partner • agreed number of partners tested for HIV • agreed number of NDPW supported accessing the Whittington Hospital Trust • agreed number of clients seen in their home • provision of support to women who have miscarried • agreed number of one to one sessions a day at NMUHT • agreed number of sessions provided at NMUHT • support clients to access training /employment volunteering opportunities
Community support Service	<ul style="list-style-type: none"> • agreed number of clients supported • agreed number of one to one sessions provided a day • agreed number of sessions @NMUHT • agreed number of clients supported to disclose to partner • provision of support to negotiate safer sex with partner • agreed number of clients access training, employment and volunteering opportunities • agreed number of small support group sessions • agreed number of home visits • agreed number of clients referred for treatment compliance support • agreed number of applications to hardship funds • agreed number of clients accepted for mentoring support • agreed number of new clients accepted & supported • agreed number of workshops • agreed number of clients trained as mentors

2.4 Uniqueness of service delivery

- 2.4.1 The Healthy Alliance Partnership (comprising NHS Enfield, NHS Haringey and both Enfield and Haringey Council's) took the strategic decision to invest in Embrace UK to develop their HIV prevention project management skills and specialist HIV prevention services.
- 2.4.2 Embrace UK has successfully been re-commissioned since 1997 and is the only provider in the country to deliver these highly specialised, bespoke models of service delivery. No other community organisation works in partnership with local acute and community health services to provide their services.
- 2.4.3 Year on year performance of the organisation has been excellent. Embrace UK has consistently delivered on its key performance indicators (KPIs) for each of the five projects; often exceeding the KPIs within its service specification.



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2.5 Embrace UK successfully bridges the gap by providing essential projects and services. Stigma and prejudice prevents people from the targeted communities accessing mainstream or other community based services. Therefore, disinvestment from Embrace UK will effectively result in the loss of services to these vulnerable users and lead to a potential rise in HIV prevalence.

3. Recommendations

3.1 It is recommended that the Cabinet Procurement Committee:

3.1.1 Approve a waiver of the requirements to tender as required under CSO 9.01 as allowed under CSO 10.01.1 on the grounds set out in CSO 10.01.2 a. and CSO 10.01.2 d.

3.1.2 Approve the award of the contract in accordance with CSO 9.07.1 d) to Embrace UK.

4. Other options considered

4.1 In the last re-tendering exercise in 2008, 100 organisations tendered for the commission. Of this three reached interview stage and only one met the contract requirement. The successful organisation was Embrace UK.

4.2 The provider market was tested again when the Council participated in the assessment process of bids from community organisations both across London and nationally for Department of Health funding for HIV prevention for the period 2011/14 Market research showed that Embrace UK was the only organisation delivering this range of HIV prevention projects and services both across the Pan-London HIV Commissioning Network and nationally.

4.3 Additionally, the Healthy Alliance Partnership officers considered a full scale tendering exercise but decided against it in view of the non-existent provider market and the potential significant cost of tendering. Additionally, there are no financial resources available to support the development of the skills base required by any new organisation to be able to deliver the range and breadth of the services within these programmes.

4.4 In conclusion, no other realistic options are currently available/exist.

5. Background information



Haringey Council

- 5.1 Haringey Council is the lead agency within the Enfield and Haringey Healthy Alliance Partnership comprising both Councils and local NHS. The Partnership's remit is to commission HIV primary and secondary prevention intervention services from a pooled budget.
- 5.2 Local targeted community based HIV primary prevention interventions (i.e. preventing people being infected) are of paramount importance in the prevention of the transmission of HIV. In 2008, the London Sexual Health Programme and the Health Protection Agency introduced the London HIV Indicator – to reduce late diagnoses to 15% by 2010-11.
- 5.3 Secondary HIV prevention (i.e. managing people who are HIV+ to ensure they don't infect others) promotes early HIV diagnosis to improve morbidity and mortality and ensures that newly diagnosed people with HIV can receive effective treatment, care, support to adhere to treatment regimes, counselling and support to reduce onward transmission.
- 5.4 Robust quarterly monitoring has evidenced that Embrace UK has consistently delivered on its key performance indicators (KPIs) for each of the five projects; often exceeding the target within the service specification. These monitoring arrangements will remain in place for the duration of this contract.

6. Value for Money

- 6.1 It is estimated that it would cost an average of £5,485 a year to treat a person with HIV in the UK. This amounts to between £200,000 and £360,000 over their lifetime. However, the benefits of primary prevention, and for those who are HIV+, early access to treatment and care outweigh the high costs of treating HIV related illnesses, client specific social care and end of life care, which would be required more often without early treatment. It is therefore highly cost effective for Haringey to encourage and promote primary and secondary prevention.
- 6.2 Embrace UK provide added value in that the organisation levers in additional charitable funding from external agencies to complement the local HIV prevention services that it delivers within a quality assured framework. This additional funding provides a range of complementary services such as training, employment and health and well-being opportunities to its service users.

7. Comments of the Chief Financial Officer and financial Implications

- 7.1 The Lead Officer has confirmed that funding for the period of the contract has been agreed with the NHS. There are no further comments to add.



Haringey Council

8. Head of Legal Services and Legal Implications

- 8.1 This report is seeking a waiver of the requirement under CSO 9.01 to tender for contracts above 100k in value, on the basis of the grounds set out in CSO 10.01.2 a) that the nature of the market for the services to be provided has been investigated and is such that a departure from the requirements of CSO's is justifiable, and CSO 10.01.2 d) that it is in the Council's overall interest.
- 8.2 The services under this contract are classified as 'residual services' under the Public Contracts Regulations 2006 so there is no requirement to tender the contract in the EU.
- 8.3 CSO's 10.01.1 a) (and 10.01.2 a) and 10.01.2 d)) empower Procurement Committee to grant a waiver of CSO's if satisfied, after considering a report by the appropriate officer, that the waiver is justified and is in the Council's overall interest .
- 8.4 As the value of the contract is over £250,000 it may only be awarded by the Procurement Committee.
- 8.5 Please see additional legal comments in the exempt part of the report.

9. Equalities and Community Cohesion Comments

- 9.1 This report has confirmed that due to its uniqueness, Embrace UK is the only provider in the country able to deliver this specific HIV prevention project. There is therefore no equality case against the request for a waiver of the need to obtain quotations or tender the service and select Embrace UK as the preferred provider. The request has no cohesion implications for Haringey.

10. Head of Procurement Comments

- 10.1 The recommendation is in line with the Procurement Code of Practice.
- 10.2 The recommendation represents value for money as a primary prevention programme outweighs the full costs of treatment for a person with HIV.
- 10.3 Contract monitoring will be carried out throughout the duration of the contract period

11. Policy Implications



Haringey Council

- 11.1 *The Knowledge the Will and the Power*. a strategic planning framework to meet the sexual health and HIV prevention needs of African people in England 2007/12.
- 11.2 The programme supports the London HIV Prevention Performance Indicator 2010: To reduce the incidence of late diagnosis to 15% by 2010/11

12. Use of Appendices

12.1 Appendix 1 is exempt

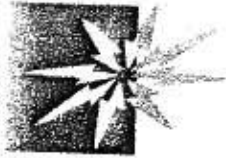
12.2 Appendix 2 is attached and is exempt

13. Local Government (Access to Information) Act 1985


13.1 NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Appendix 1 and 2 are not for publication as they contain information classified as exempt under Schedule 12A of the Local Government Act 1972 in that it contains information relating to the financial or business affairs of any particular person (including the authority holding the information)

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Haringey Council

Report for:	Procurement Committee 12 th April 2012	Item Number:	
Title:	Sport and Physical Activity Coaching Services Suppliers Framework		
Report Authorised by:	 MARC DORFMAN 2/4/12		
Lead Officer:	Andrea Keeble – Sports and Physical Activity Commissioning Manager 020 8489 5712		
Ward(s) affected: All	Report for: Non-Key Decision		

1. Describe the issue under consideration

- 1.1 To seek Members agreement for a new Framework Agreement for the provision of Sports and Physical Activity Coaching (herein referred to as 'the Framework') to be formalised and implemented.
- 1.2 To seek Members agreement for those providers that comply with the Council's criteria (see Appendix B) to be awarded a place on the framework.

2. Cabinet Member introduction

- 2.1 Sport and physical activity provision over recent years has taken on an increasingly high profile with the forthcoming 2012 Olympic and Paralympic Games, Local Area Agreement targets to increase activity levels amongst adults (NI8) and the need to provide young people with the opportunity to take part in 5 hours of high quality Physical Education and active recreation. Funding for this work has generally been sourced from Area Based Grant (now core funding) and externally from organisations such as Sport England.
- 2.2 The Sports Framework assists Leisure Services to work towards the Sustainable Community Strategy vision "A place for diverse communities that people are proud to belong to" with the following priorities:



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- People at the heart of change.
- An environmentally sustainable future.
- Economic vitality and prosperity shared by all.
- Be safer for all.
- Healthier people with a better quality of life.
- Be people and customer focused.

2.3 Additionally the Sports Framework complies with the principles and intent of Haringey's 'Draft Commissioning and Funding Framework for the Voluntary Sector.' The Sport and Physical Activity Framework will assist in achieving the vision outlined in this document through sport in a transparent, efficient and personalised way. Working with both voluntary and small private sector organisations to build partnerships to assist via the medium of sport and physical activity to reduce health inequalities, provide vocational qualifications, assist in crime diversion and promote community cohesion.

3. Recommendations

- 3.1 That the Framework is awarded as detailed in the report for a minimum period of 3 years with the option to extend for a further year.
- 3.2 That the organisations, as set out in Appendix B, to be placed on the Framework.
- 3.3 That the Framework contract compliance and monitoring duties are performed by the Leisure Services Client Team

4. Other options considered

- 4.1 Consideration was given to dispensing with the Framework. Clearly for a number of reasons this is not a viable option. From an audit, quality and health and safety perspective sport and physical activity commissioning is strengthened with a Framework in place. Additionally Haringey in terms of commissioning is well regarded within the sports industry for its approach and thus ensures we are well placed to draw in external funding for projects.
- 4.2 It should be noted that in addition to the use of the proposed framework agreements the Council will continue to provide financial support/small grants for local sports clubs to assist their work around coach development and recruitment of people from target groups to the club and related activity. As well, notwithstanding the comments in 4.1 the possible implications of the newly emerging Sport England Strategy (which is focussing on the 14 to 25 years age group and increasing once a week participation levels) means we need to keep commissioning options open.



Haringey Council

5. Background information

- 5.1 Leisure Services has been operating an Approved Suppliers Framework for the past four years and this contract is due to run out at the end of March 2012.
- 5.2 Through this Framework Leisure Services have commissioned various suppliers to deliver some £215k worth of sport and physical activity coaching during 2010/11 in addition to the commissioning of Grants to various organisations. There was a similar level and pattern of spend in previous years of the Framework; additionally Children's Services in 10/11 and 09/10 commissioned approximately £80K via the Framework.
- 5.3 For 2012-13 the Commissioning budget is much reduced with currently £70K available for activity. This is predominantly due to various Sport England projects coming to a conclusion. However it is anticipated that through the course of this Framework new Sport England funding will be drawn down once the application details associated with the new Sport England Strategy are released. Thus is likely that the overall contract sum over the 3 or 4 years will be approximately £450K.
- 5.4 The Approved Suppliers Framework operates separately to the agreement in the Sports and Leisure Centres, who employ individuals on a self-employed basis for use within their service and where the total contract does not surpass £25k per year.
- 5.5 The Approved Suppliers Framework has given the Council the ability to commission small and large, quality and value for money physical activity programmes borough wide.
- 5.6 Sport and Physical activity programmes may vary from a few hours per week to comprehensive and extensive sessions over a fairly long period. All the programmes include performance targets. These targets relate to; gender, BME, age, disability, usage etc. Specific targets are at times also set around 'at risk' categories in addition to some programmes having specific outputs such as numbers of participants achieving awards, coaching qualifications or numbers joining a local club.
- 5.7 An Approved Suppliers Framework was established in April 2008. The creation of a formal framework created transparency and allowed both the Council and its suppliers to demonstrate that services were being commissioned properly and in accordance with Standing Orders. There were 11 organisations on the initial framework.
- 5.8 The initial Approved Suppliers Framework established in April 2008 expires at the end of March 2012. This report proposes to set up a new Framework Agreement for the provision of Sport and Physical Activity Coaching which can be used by all Council services should they choose to do so for a further three years with the option to extend for a further year.



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5.9 In 2010 Leisure Services commissioned Continuum Leisure to carry out a review of the Framework. Overall findings were positive regarding the benefits of the Framework but they made a number of recommendations. These recommendations included:

- Consider opportunities to work more closely with neighbouring boroughs
- Promote the Framework to other parts of the Council and other organisations within Haringey such as schools more effectively
- Review the scope for any new commissioning arrangements to be extended to cover other similar services such as arts, youth etc

5.10 In developing the new Framework the recommendations within the Continuum review have played a role. The London Borough of Barnet, Enfield Council and London Borough of Waltham Forest (these are the Authorities in the same Sport England sub region as Haringey) were contacted to enquire whether they would be interested in joining the procurement process and subsequent framework agreement. The boroughs contacted were not in a position to join the framework agreement at this time. Likewise other services and Haringey organisations were not in a position to be involved with the Framework. Nonetheless the Sports Framework is now more widely known and the new Framework, the Framework organisations, their rates and other conditions therein will be widely circulated.

6. Tender Methodology

6.1 The tender process was split into two stages. The first stage being submission of the Pre-Qualification Questionnaire (PQQ) and the second, the submission of the tender.

6.2 Organisations on the existing Framework and those known to the council were advised of the impending tender process.

6.3 Adverts requesting expressions of interest were placed in local papers and on the Haringey Council website in September 2011. It was not necessary to advertise this tender opportunity in the Official Journal of the European Union ("OJEU"). Leisure Services are defined as Part B services under the Public Contracts Regulations 2006 and are exempt from the requirements to follow an OJEU process

6.4 14 initial expressions of interest were registered through CompeteFor within the timescale with all being sent details to register with Delta e-Sourcing. 14 completed PQQ's and all were evaluated using the Council's agreed criteria. One organisation failed to supply additional information requested in order to complete this evaluation stage and was therefore excluded from the Tender process.

6.5 The remaining 13 organisations were invited to tender with 10 providing submissions by the closing date 3rd February 2012.

6.6 Organisations were asked to submit bids based on their ability to deliver in any sports (referred to as lots) as set out in the tender pack. This included the coaching


Haringey Council

of 23 sports/activities (see Appendix A). Organisations could submit bids for as many or few 'lots' as they felt able to deliver.

- 6.7 The evaluation of bids was conducted based on the criteria and weighting set out below. The requirement for organisations to provide information to allow for evaluation based on the below criteria were set out in the Instruction to Tendering document included in the issued tender pack.

Weighting of Marks	Criteria
20%	Quality
80%	Price

These criteria reflect the Council's objectives and priorities in regards of this service.

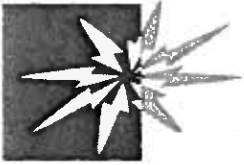
Responses were scored on a scale of 1 to 5 as follows:

Score	Criterion
0	Question not answered.
1	Very poor – criteria not addressed or processes not acceptable
2	Poor – missing major areas and not showing sufficient understanding of key requirements.
3	Minimum / satisfactory – awareness of the issues – but with some reservations.
4	Good – competent response, showing a high level of understanding and working practices.
5	Excellent – detailed understanding with a high level of understanding of the requirements, of working practices and of quality measures that provide the potential for real service provision – no reservation.

The evaluation process involved the paper evaluation of all organisations submitting a tender per LOT. An example of the aggregate score for a LOT per organisation is given below:

LOT: Athletics

Company	Score
Company A	95%



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Company B	87%
Company C	81%
Company D	78%
Company E	64%
Company F	56%

The maximum score that could be obtained was 100 (100%) with the minimum acceptable score being 50 (50%).

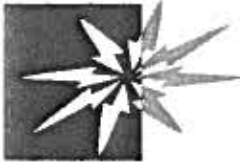
- 6.8 All 10 companies submitting will be placed on the Framework, although one company is eliminated from the majority of Lots they submitted under on the basis of price. They will be placed on the Framework for 3 Lots only; where no other organisations made submissions.
- 6.9 Appendix C 'Key Sports Price Comparison' provides details of rates achieved for the 2012 Framework. Overall these are broadly in line with the 2008 Framework.
- 6.10 The Framework will run for 3 years with an option to extend for a further 1 year. The anticipated date of commencement is May 2012.

7. Framework Details

- 7.1 The Framework will operate a 'direct call-off' procedure where organisations who submitted the most economically advantageous prices for particular Lots will be approached first to deliver on particular programmes.
- 7.2 The Framework also offers the ability to go through a mini competition; this will only apply where it has not been possible to lay down all the terms of the proposed contract in the Framework. Competition will be re-opened between all organisations on the Framework who are capable of performing the contract.

8. Management and Monitoring

- 8.1 The Leisure Services Commissioning Team has managed the tender process and will be responsible for ensuring that the Framework continues to deliver high quality relevant services.
- 8.2 Ongoing monitoring of the Framework will be undertaken by the Leisure Services Client Team using the following methods:
- Organisation's documentation (e.g. insurance, accounts, CRB checks) will be updated on an annual basis
 - Spot checks of coaching being undertaken by the organisations will be carried out on a quarterly basis
 - Feedback forms will be sent out quarterly to procuring Council Services and organisations on the framework



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- Leisure Services will action complaints using the Framework's complaints procedure

9. Comments of the Chief Finance Officer and financial implications

9.1 The base budget for 12-13 for these activities is £70,000 per annum. A framework contract of this nature gives the Council maximum flexibility if further external funding is secured for additional activity.

10. Head of Legal Services and legal implications

10.1 As stated in paragraph 6.3 it has not been necessary to follow an OJEU tender process as Leisure Services are Part B services for the purposes of the Public Contracts Regulations 2006.

10.2 It is envisaged that the total value of contracts under the Framework will exceed £250,000 therefore the award of the Framework may only be approved by the Procurement Committee.

10.3 The Head of Legal Services sees no legal reasons preventing Members approving the recommendations set out paragraph 3.

11. Equalities and Community Cohesion Comments

11.1 Areas of particular inequality in regards to physical activity participation have been identified as (list is not exhaustive)

- being female (and in particular those from Asian and Black ethnicities)
- on a low income; and
- having a disability

The Framework will offer the ability to address these particular inequalities through the provision of quality coaching based on the provider's understanding and ability to deliver to these groups.

11.2 The tender process was widely publicised to ensure that all organisations had the opportunity to register their interest.

11.3 The understanding and ability of organisations to offer coaching to different communities was assessed through the tender process.

11.3.1 As detailed in the Tender documentation organisations that currently offer a quality service but have not submitted a tender may be sub-contracted through an organisation on the Framework. The commissioning organisation will be contractually obligated to ensure that the sub-contractor abides by the terms as set out in the tender contract.



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12. Head of Procurement Comments

- 12.1 The recommendations in this report are in line with Procurement Code of Practice.
- 12.2 The proposed framework agreement provides the Council with flexibility for the procurement of coaches for a range of sports and other physical activities.
- 12.3 The number of Lots has increased by 8 from the framework agreement set up in 2008, which should provide for a greater level of on-contract spend for the area of sports coaching.
- 12.4 It should be noted that the London Borough of Barnet, Enfield Council and London Borough of Waltham Forest were contacted to enquire whether they would be interested in joining the procurement process and subsequent framework agreement. The boroughs contacted were not in a position to join the framework agreement at this time. In future the option of collaborating with further boroughs on the replacement arrangements should be considered.

13. Policy Implication

- 13.1 The Sports Framework is wholly consistent with the Council's policies and procedures around transparent commissioning. The Framework strengthens Leisure Services ability to engage with the local sports voluntary and small business sector to provide sports services that assist Council to meet its wider objectives around reducing health inequalities and through improving people's health and quality of life.

14. Use of Appendices

- 14.1 Appendix A – 'List of Lots'
- 14.2 Appendix B- 'Framework Organisations and Scores for Lots'
- 14.3 Appendix C – 'Key Sports Price Comparison'

15. Local Government (Access to Information) Act 1985

Appendix B and Appendix C

NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Haringey Council
Appendix A

LOTS tendered for:

1. Athletics
2. Badminton
3. Baseball
4. Basketball
5. Boxing
6. Cricket
7. Cycling
8. Dance
9. Disability Sports
10. DJ/compere
11. Fitness / Gym
12. Football
13. Gymnastics
14. Handball
15. Martial Arts
16. Netball
17. Performing Arts
18. Roller Skating
19. Rowing/Canoeing
20. Rugby Union / League
21. Swimming
22. Table Tennis
23. Tennis

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