

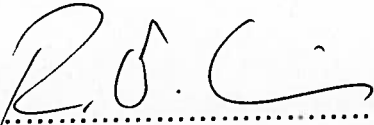
DECISION REPORT

Report for: Delegated Decision

Item number: n/a

Title: Award of contract for the provision of Managed Training Services under the ESPO framework 383-17.
Contract Standing Order (CSO) 7.01.b and 9.07.1c applicable.

Report authorised by : Richard Grice, Director, Transformation & Resources

Signed  Dated 30th January 2018

Lead Officer: Jaimi Modha, Learning Technology Officer

Ward(s) affected: n/a

Report for Key/
Non Key Decision: n/a

1. Describe the issue under consideration
The Training Provider Contract with Premier Partnership came to an end in June 2017.

This report seeks the Director for Transformation and Resources's approval as per Contract Standing Order (CSO) 9.07.1 c (A Director may award a contract up to £500,000) to award the contract to Premier People Solutions Ltd , following a Request for Quotation exercise for the provision of a Managed Training Services under the ESPO framework agreement number 383-17. This will allow the Council to purchase face-to-face training services from an external provider for all staff.

Contract Period:
5th February 2018 – 31st January 2020 with an option to extend the contract by a period of up to a further 12 months thereon.

Contract Value:
Estimated aggregate spend of £100,000 during the two year period.

2. Cabinet Member Introduction
n/a

3. Recommendations

This report seeks the agreement of the Director of Transformation and Resources to approve the award for the provision of Managed Training Services, for a two year period (commencing 5 February 2018 – 31 January 2020) to the winning supplier of the procurement process, Premier People Solutions Ltd.

4. Reasons for decision

A Request for Quotation (RFQ) was carried out in accordance with the guidance provided by the ESPO framework 383-17. The RFQ was sent to four suitable suppliers. The RFQ were evaluated based on:

Price – 60%
Quality – 40%

Price

A pricing schedule was formed and reflected the type and quantity of training required to fulfil the Council's compliance and development needs. Suppliers were required to submit their rates for each training request inclusive of all overhead costs. Suppliers were informed that failure to complete the pricing schedule in full may result in their submission being rejected.

Three suppliers responded and the aggregate prices submitted were:

<u>Bidder A :</u>	<u>£60,718</u>
<u>Bidder B :</u>	<u>£51,277</u>
<u>Premier People Solutions Ltd:</u>	<u>£35,636</u>

Quality

The RFQ required suppliers to complete 5 quality criteria questions. Submissions to each question were rated from 0 – not answered to 5 – excellent.

Supplier submissions were evaluated by individual evaluators. A moderation process followed. The final total scores were:

Managed Training Supplier	Price Score	Quality Score	Final Score	Ranking	Outcome
Bidder A	65	19	54	3	
Bidder B	42	27	69	2	
Premier People Solutions Ltd.	60	36	96	1	Winner

Reasons for awarding the contract to Premier People Solutions Ltd.:

- Highest price score
- Highest quality score
- Confidence that the services provided would fully comply with the requirements of the organisation in terms of value for money and quality

5. Alternative options considered
Purchase training services from separate private training suppliers to fulfill the Council's training requirements. This option was not considered.

The ESPO framework is available to any local authority establishment in the UK. The framework complies with UK/EU procurement legislation and all suppliers were assessed for their credibility and reliability prior to the formation of the ESPO framework. The framework includes a set of pre-agreed terms and conditions. Following the guidance by ESPO ensured that any training services required by the Council are provided by a single and robust Managed Service Provider.

6. Background information
Previously, reductions to staff and budgets meant that the Council's face to face training was reduced to offering only compliance and mandatory courses. A new approach to learning was introduced, based on the principles of the 70:20:10 model. The model shows that the majority of workplace learning takes place on-the-job and should include social collaboration with minimum development time being spent participating in classroom based learning.

The Council's commitment to providing face-to-face training still remains, the organisations responsibility to provide Health and Safety Compliance training is statutory. With the previous contract coming to an end it was necessary to complete a procurement exercise to acquire a new managed training provider contract for the Council.

7. Contribution to strategic outcomes

This procurement exercise has contributed to delivering effective learning and development opportunities for staff under the Workforce Plan.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

The two year aggregate value of the contract is £100,000 which translates to an annual value of circa £50k. The cost for this service will initially be met from the Human Resource revenue budgets and subsequently recharged to benefitting Directorates.

Procurement :

Contract Standing Order 7.01.b has been complied to source the supplier. During further competition the supplier has demonstrated the best value for money. Procurement endorses this action

Full support from the procurement was established during the process of selecting a Managed Training Provider.

Legal[Name and title of Officer completing these comments]

N/a

Equality

N/a

Use of Appendices

The names of other 2 bidders can be found in Appendix 1 of this report.

9. Local Government (Access to Information) Act 1985
n/a

Appendix1:

Bidder A: GP Strategies
Bidder B: QA Limited

Important Additional Guidance on Accessibility

- Documents must be available for Councillor Hearn at the same time as for all other Councillors
- The council's primary typeface, Helvetica, should be used for all reports and accompanying documents, size 12 preferred (Arial font is also acceptable)
- Text should be as plain as possible with no boxes around it, Microsoft Word is preferred, not PDF, and no abbreviations (such as Cllr.) and try to keep symbols to minimal use
- Roman numerals are not suitable for a person using a screen reader so please use normal paragraph numbering/ lettering and bullet points where necessary
- Reports should be written without images, however, where images are used, report authors must provide a text alternative in all cases (a short paragraph explaining what the graphs, table, pictures etc are showing). Detailed examples can be provided by contacting ayshe.simsek@haringey.gov.uk
- Appendices
 - All of the above applies for appendices and report authors should avoid including lengthy PDF documents as part of the report
 - In some cases an executive summary could be more appropriate if Councillor Hearn is on the committee
- Presentations – if Powerpoints are to be used then a Word version must be submitted in advance of the meeting (and at the same time it is made available to all other members)
- The Democratic Services Team will not accept reports which are not in an accessible format.
- In the rare event that a documents is not in a fully accessible format the report author must submit, by the same report deadline, an accessible version for Councillor Hearn (if she is on the relevant committee)
- Plain text documents should be saved with document names including "DATE TITLE COUNCILLOR HEARN PLAIN TEXT"

Categories of Exemption

Exempt information means information falling within the following categories:

Part 1

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed upon a person; or (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Part 2

Qualifications to the above exempt information:

(a) Information falling within paragraph 3 above is not exempt information under that paragraph if it is required under – (a) the Companies Act 1985 (b) the Friendly Societies Act 1974 (c) The Friendly Societies Act 1992 (d) The Industrial and Provident Societies Acts 1965 – 1978 (e) the Building Societies Act 1986 (f) The Charities Act 1993.

(b) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(c) Information which – (i) falls within any of paragraphs 1-7 above; and (ii) is not prevented from being exempt under (a) or (b) above is exempt information if and so long as, in the opinion of the Monitoring Officer, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

