


**Haringey Council**

Report for:	Procurement Committee 12 <sup>th</sup> 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.

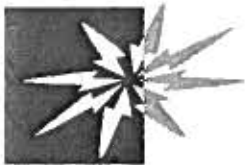
2.3 Additionally the Sports Framework complies with the principles and intent of Haringey's 'Draft Commissioning and Funding Framework for the Voluntary Sector.' The Sport and Physical Activity Framework will assist in achieving the vision outlined in this document through sport in a transparent, efficient 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**

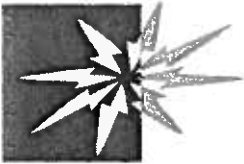
- 4.1 Consideration was given to dispensing with the Framework. Clearly for a number of reasons this is not a viable option. From an audit, quality and health and safety perspective sport and physical activity commissioning is strengthened with a Framework in place. Additionally Haringey in terms of 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.



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## 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.

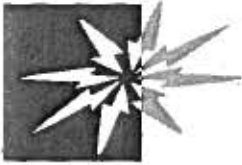
6.2 Organisations on the existing Framework and those known to the council were advised of the impending tender process.

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 3<sup>rd</sup> 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



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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%).

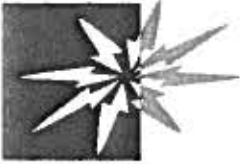
- 6.8 All 10 companies submitting will be placed on the Framework, although one company is eliminated from the majority of Lots they submitted under on the basis of price. They will be placed on the Framework for 3 Lots only; where no other organisations made submissions.
- 6.9 Appendix C 'Key Sports 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)

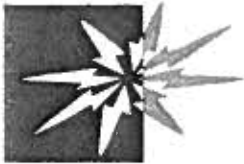
- being female (and in particular those from Asian and Black ethnicities)
- on a low income; and
- having a disability

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'

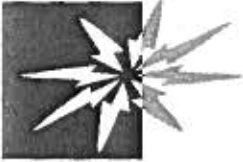
## **15. Local Government (Access to Information) Act 1985**

### **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.

This part of the report is not for publication as it contains 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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**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

