

Haringey Council

Report for:	Cabinet Meeting 18 th December 2012	Item number	
Title:	Award of the Contract for the Provision of a Parent Partnership Service		
Report Authorised by :	Libby Blake, Director for the Children and Young People's Service Signed : <i>Libby Blake</i>		
Lead Officer:	Phil DiLeo - Head of Services to Children and Young People with Additional Needs Tel: 0208 489 3848 E-mail: phil.diLeo@haringey.gov.uk		
Ward(s) affected: All	Report for Key/Non Key Decision: Non Key		

1. Describe the issue under consideration
 - 1.1 To award the contract for the Provision of a Parent Partnership Service in line with C.S.O 9.07 following a full tendering process.
 - 1.2 This service is Part B residual service and therefore it was not necessary to advertise this requirement in the Official Journal of the European Union (OJEU). This contract opportunity was published on CompeteFor & Delta portal. Tender advert was also published on Haringey's website.
2. Cabinet Member Introduction
 - 2.1 We need to set up a Parent Partnership Service, a service required by statute, to provide support for parents of children with special educational needs. Parents favour an independent organisation to deliver this service, and this is recognised nationally as good practice.
 - 2.2 The contract for the delivery of an independent Parent Partnership Service has been subject to an open tendering process and it is proposed to award the contract to an organisation that will not only provide effective support but will offer particularly good value for money in delivering the contract. I support the recommendation.



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3. Recommendations

3.1 The recommendation is for Cabinet Members to agree the award the contract to the successful Tenderer listed in Part B (exempt information) attached to this report in accordance with the Contract Standing Order (CSO) 9.7.1(d).

3.2 The contract to be awarded for a period of 3 years with an option to extend for further periods of up to 2 years.

4. Alternative options considered

4.1 In-house Provision: consultation with parents/ carers has consistently indicated that their preference is Parent Partnership Service should be provided independent to the Council. Also having arms length contract has been recognised as national good practice.

5. Background Information

5.1 All Local Authorities are required to provide a Parent Partnership Service as set out in the Special Educational Needs and Disability Act 2001. This requirement has been strengthened by subsequent legislation and guidance, most recently through Aiming high: better support for disabled children and their families (DCSF & DOH 2007).

5.2 Parent Partnership Service (hereafter PPS) provides impartial information, advice and support to parents of children and young people with special educational needs aged 0-19 years old. It also provides a consultation forum for parents to formally put their issues and concerns to officers from education, health and social care.

5.3 This service will have a key role in supporting parents/carers in the implementation of the recommendations from the "*Support and aspiration: A new approach to special educational needs and disability - progress and next steps*" DfE 2012.

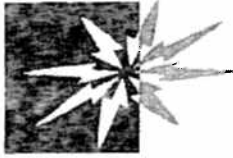
5.4 A tendering process has been undertaken to encourage fair and transparent competition in line with the Council's procurement code of practice and Contracts Standing Orders. Tender documents and/or evaluation papers can be obtained from Central Procurement.

5.5 Procurement Process

5.5.1 A market research exercise was carried out in August / September 2012. Results of the market research indicated that this is a specialist service and the nature of the market for this type of service is limited. Therefore, the open tendering process was selected as the most efficient route to market.

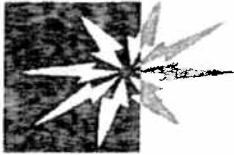


- 5.5.2 The procurement process started on 1st October 2012 with the placing of an advertisement on CompeteFor, Haringey's website and on Delta (e-tendering portal) inviting bidders to tender for the Provision of a Parent Partnership Service.
- 5.5.3 E-tendering process was used to procure this service. The 'Invitation to Tender' (ITT) and supporting documents were published on Delta (e-tendering portal). By the closing date of the tender 15 organisations registered on Delta and have downloaded the documents.
- 5.5.4 See Part B, Exempt information
- 5.5.5 See Part B, Exempt information
- 5.5.6 See Part B, Exempt information
- 6. Comments of the Chief Financial Officer and Financial Implications
 - 6.1 The costs of the proposed service is fixed for up to the five year duration of the contract and falls below the existing budgetary provision.
 - 6.2 See Part B, Exempt information
 - 6.3 See Part B, Exempt information
- 7. Head of Legal Services and Legal Implications
 - 7.1 The Parent Partnership services are not categorised as priority services so there is no requirement to follow a European tendering exercise under the Public Contracts Regulations 2006.
 - 7.2 Children and Young People's Service followed an open tendering exercise pursuant to Contract Standing Order 9.01.
 - 7.3 Because of the value of the proposed contract, the award needs to be approved by Cabinet in accordance with CSO 9.07,1 (d).
 - 7.4 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in this report.
- 8. Equalities and Community Cohesion Comments
 - 8.1 Equalities principles were incorporated within the procurement process. Also the organisations equalities policy and procedures were evaluated by Haringey's Equalities Officer.



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- 8.2 Equalities monitoring are incorporated as a requirement of the contract and the contract also states that access to the service must be available to the diverse community of the borough and any imbalances must be addressed.
9. Head of Procurement Comments
- 9.1 The procurement process has been carried out in line with the Procurement Code of Practise. Central procurement have been involved in this process and support the recommendation.
- 9.2 Contract monitoring has been put in place to ensure contract compliance and to minimise the risk of service failure.
- 9.3 There is no inflationary provision within the terms of the contract and so the contract price is essentially fixed for the duration of the contract.
10. Policy Implications
- 10.1 This service contributes to the following key priorities:
- Improve outcomes for young people and forge a new relationship with schools and services; and
 - Cultivate a culture of excellence.
- 10.2 Value for Money
- 10.2.1 The Provider identified has been confirmed as being of sufficient quality to meet the service needs and standards identified by the Council. The Provider has been financially assessed to evaluate their financial stability and their submission financially assessed to evaluate value for money issues.
- 10.2.2 The National Parent Partnership Network has carried out a national benchmarking exercise of Parent Partnership Services (PPS) across England in 2011. This identifies that the average cost of PPS in that year was £100,000; suggesting that the price achieved represents value for money as it falls below the benchmarked data.
- 10.2.3 See Part B, Exempt information
- 10.2.4 See Part B, Exempt information
- 10.2.5 See Part B, Exempt information



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- 10.3 Contract and Performance Management:
 - 10.3.1 Contract management will be incorporated into the Contract. Key Performance Indicators and Method of Measurements are integrated within the service specification and will be monitored through contract monitoring meetings and reports.
 - 10.3.2 The Provider will be required to supply quarterly report. Monitoring meetings will be held quarterly during the first year and six monthly thereafter. Service User's feedback will be used to inform and improve practice for children with special educational needs and their families. The Service User will contribute to key strategic planning and consultative groups as well as disseminate information to the Parents/carers' Forum and the wider parent /carer network.

- 11. Reasons for Decision
 - 11.1 The proposed service will meet the Council's statutory duty to ensure that parents /carers are well informed and able to understand and manage special education needs process.
 - 11.2 The procurement process has been carried out in line with the Procurement Code of Practise and proposed to award the contract to the successful Tenderer in accordance with the CSO 9.7.1(d).

- 12. Use of Appendices
 - 12.1 None

- 13. Local Government (Access to Information) Act 1985
 - 13.1 This report contains exempt and non exempt information. Exempt information is contained in Part B 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 (3) information in relation to the financial or the business affairs of any particular person (including the authority holding that information).



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