

# PROCUREMENT BUSINESS CASE

(For proposed procurements where the total estimated expenditure exceeds £50,000 (supplies/services) or £250,000 (works))



<b>Procurement / Contract Title</b>	Young Carers Service		
<b>Contract Ref. No.</b>	OPS010		
<b>Function</b>	Operations	<b>Cluster</b>	Integrated Children's and Family Services
<b>Lead Officer</b>	Graeme Simpson	<b>Date prepared:</b>	20.07.19.

## 1. Brief Description and Rationale

Please briefly outline your business requirement(s). Include information on:

Type of requirement – description of need. Goods/Services/Works – or combination of these.	The requirement is for a service to assist the Council with identifying and supporting young carers in the city, working closely with schools and other community partners.
Whether there is a current structure/contract delivering some or all of the requirements.	None currently
Information on those contracts - start date, end date, value, scope.	None currently
Key stakeholders – Services, consumers, communities, suppliers etc.	Schools Providers Young carers Children's Social Work Adult Social Work Services
Options considered for procurement and option proposed – tender, framework, reserved contract, collaborative opportunity, etc.	The total contract value is above the EU procurement threshold for social care services, so a tender is the most suitable option for procurement. The tender will be under the light touch regime.  It is thought that requirement will best be met and the greatest economies will be achieved by contracting with a single provider, rather than putting a framework in place
Legal/statutory obligations (please define legislation).	The Council has a duty to assess needs and provide or arrange for the provision of services to meet identified needs under the Social Work (Scotland) Act 1968, as amended.  The Council has duties in relation to the protection and supervision of children, parental rights and responsibilities etc under the Children (Scotland) Act 1995.  The Council has specific duties under the Carers (Scotland) Act 2016, relating to young carers.

## 2. Business Impact

Please indicate below how you anticipate that the requirements, if met, would contribute to a positive business impact and which outcomes are intended to be delivered (please outline any known financial savings, customer service benefits, benefits to the service, impact on Council plan or priority etc.)

It is anticipated that commissioning of this service will contribute to the vision of Aberdeen City being a place where all people can prosper; people in Aberdeen are happy and healthy and enjoy positive life outcomes. It links to the priority Children are our future; and the primary drivers, best start in life, safe and responsible, and respected, included, achieving.

This allocation of funding from Scottish government to implement Carers Strategy as prescribed in legislation will positively support the lives of our young citizens who find themselves in caring roles for their family members. The caring role they take on in their early life can have a detrimental impact on their life chances and outcomes later on in life. This can include their levels of attainment, their inclusion in activities as well as feelings of self-worth. The early identification and intervention by universal services will ensure that these young people get the support they need in a timely manner and prevent the needs of those young people escalating to the point of needing social work involvement. The early intervention will also prevent further pressure on the social care budget.

## 3. Assessment of Business Impact

Please define clearly how you propose to measure and benchmark the benefits set out in item 2 to justify the investment. These will be used later by you to track, monitor and measure the delivery of the benefits and assess the overall success of the project in achieving its objectives.

Key performance indicators are being set by the project group set up to design and evaluate the tender, and finalised with the successful bidder. These key performance indicators will be specified in the contract and used for monitoring the success and value of the project.

## 4. Financial Implications Summary – Estimated overall value of this requirement

Insert details below of one off purchase price or total costs for period of supply

Estimated Costs

£550,000

Total contract value for the period of 4 years and 3 months.

## 5. Procurement & Implementation

**Please state the estimated start date for the procurement exercise including a procurement timeline and details of the proposed contract/contract extension implementation.**

Procurement Start Date

14.09.2018.

Contract Start Date

01.01.2019.

Tender Submission Date 24.10.2018

Decision and Contract Award 14.11.2018.

Implementation of the new contract: 01.01.2019. – 31.03.2023

## 6. Sustainable Procurement & Community Benefits

Consider the table below. If applicable, indicate the themes that you consider are relevant to the proposed

Contract. Please note that where selected these themes **must** be referenced within procurement documents.

Improve (Wellbeing)	Promote	Facilitate (Involve)
Social <input checked="" type="checkbox"/>	Innovation <input type="checkbox"/>	SMEs <input type="checkbox"/>
Economic <input type="checkbox"/>	Equalities/reduce Inequality <input checked="" type="checkbox"/>	3 <sup>rd</sup> Sector organisations <input type="checkbox"/>
Environmental <input type="checkbox"/>	Ethical trading and social justice <input type="checkbox"/>	Supported Businesses <input type="checkbox"/>
Health <input checked="" type="checkbox"/>	Fair Work Practices/The Living Wage <input type="checkbox"/>	Prompt Payment throughout the supply chain <input type="checkbox"/>
Food poverty/fuel poverty/energy efficiency <input type="checkbox"/>	Resource efficiency and the circular economy <input type="checkbox"/>	Community engagement and community empowerment; community projects <input type="checkbox"/>
Air quality/reduction of harmful emissions/reduction of waste and packaging <input type="checkbox"/>	Education; employability and skills training <input type="checkbox"/>	Collaboration and collaborative working <input type="checkbox"/>

Justification for above:

No specific community benefits are being sought for this procurement. The value is below the threshold above which community benefits are required. It is recognised that due to the size and scale of the social care market in Aberdeen, a prescriptive approach to community benefits may discriminate against smaller providers in particular.

## 7. Contract Management

What contract management procedures shall be put in place to manage the proposed contract?	<b>Contract/Supplier Management Requirement</b> <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
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The contract will be managed by the Social Care Commissioning, Procurement and Contracts Team in accordance with their contract management framework.

## 8. Governance

Please confirm the name of the Director/Chief Officer who is Project Sponsor for this procurement	Graeme Simpson, Chief Officer, Integrated Children's and Family Services
What budget has been allocated for this project? Please give budget code(s).	£550,000 over 4year and 3 month period. S83170

## 9. Approvals, Recommendations and Decisions

**Note – the below boxes require to be completed for all Business Cases**

**Financial Information Reviewed by:**

Helen Sherrit

**Comments**

In 2018/19 sufficient budget in S83170 65111 to cover the procurement of the above contract.

Date 17-08-18

**Approved by Project Sponsor:**

Graeme Simpson, Chief Officer, Integrated Children's and Family Services

**Recommendation**

Date 22-8-18

**10. Procurement Use Only**

## Recommended Procurement Route:

Includes:-

Existing framework – direct call-off or mini-comp

Establish new framework/contract.

Open/Restricted/Quotation/Other

Establish new contract following open tender under light touch regime.

Approved by Strategic Procurement Manager (Social Care)

Name : Jean Stewart - Coxon  
Date : 23.07.2018.