
Contract Award for the Drug and Alcohol Behaviour Change Service

Committee considering report:	Executive on 18 November 2021
Portfolio Member:	Councillor Graham Bridgman
Date Portfolio Member agreed report:	28 October 2021
Report Author:	Karen Felgate
Forward Plan Ref:	EX4112

1. Purpose of the Report

To award the contract for the supply/provision of the Drug and Alcohol Behaviour Change Service following a tender process.

2. Recommendations

2.1 The Executive resolves to:

- (1) award the contract for Drug and Alcohol Behaviour Change Service to the successful bidder.
- (2) delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement as set out in the tender documents and to make any necessary drafting or other amendments to the terms of the agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the agreement.

3. Implications

- 3.1 **Financial:** A total annual price for service delivery was requested within which providers were asked to provide indicative costs for delivery of each element of provision. Providers had to demonstrate through their pricing schedule and technical responses that they could make all elements of the service work within the financial envelope. There is provision within this service for a further five year extension. Decision and governance for that would be requested at a later stage once service is embedded and future requirements are known.
- 3.2 **Policy:** Health & Wellbeing Strategy, Council Strategy and West Berkshire Vision. Principles of these will be used to inform the service's aims, objectives, delivery and outcomes.
- 3.3 **Human Resource:** There are TUPE implications for West Berkshire Council as a result of the remodelling of the service.
- 3.4 **Legal:** The contract award process should be in accordance with the Public Contract Regulations 2015 with contracts in place prior to commencement.

- 3.5 **Risk Management:** A market engagement event was carried out prior to going out to tender to understand the market appetite for the new service model delivery. This event also helped to inform the specification. Public consultation was undertaken to inform the impact of the saving made as a result of this service remodelling.
- 3.6 **Property:** The service will be delivered from 1 Station Road, Newbury and the Waterside Centre premises plus other community outreach locations across the District including GP services and pharmacies.
- 3.7 **Other:** N/A

4. Other options considered

Permission to go out to tender was sought from Procurement Board. The procurement options were set out in the procurement strategy.

Executive Summary

This report provides an update to The Executive on the outcome of the tender evaluation for a provider to deliver the Drug and Alcohol Behaviour Change Service. This report seeks sign off from The Executive to award the contract.

5. Introduction/Background

- 5.1 This contract is for the provision of services known as the Drug and Alcohol Behaviour Change Service.
- 5.2 Following the submission of the procurement strategy report we received the bids from two contactors.
- 5.3 This service has now been remodelled as a result of a savings proposals which were approved by The Executive in January 2019. Stakeholder and public consultation was also undertaken to inform the savings and remodelling of the service. This new forthcoming contract will incorporate shared care, needle exchange and supervised consumption services. Integrating this provision will generate efficiencies through reduced WBC management and administration.

6. Proposal

- Tender Process

The tender process was undertaken to appoint a provider with a proven track record in delivery of alcohol and drug change behaviour programmes for young people and adults.

The specification also required delivery of supervised consumption, needle exchange and shared care in the community.

A market engagement event was carried out to help inform the specification and to understand the appetite for delivery of the new service model.

The incumbent provider later decided not to bid for the contract.

- Advertisement

The tender was advertised on the In-tend e-procurement portal as an open tender process. The advertisement was published on 28th April 2021 and also published on Contracts Finder as well as Find a Tender Service (FTS).

The proposed contract commencement date is 1st April 2022 and the initial contract term is for five years with a potential extension provision of five years.

- Selection/Award Criteria

The tenders were evaluated on 30% price and 70% quality/technical criteria.

- Pricing Strategy

A saving required to meet Public Health savings targets was taken from the overall budget up front prior to going out to tender.

7. Conclusions

7.1 The Executive resolves to:

- (1) award the contract for Drug and Alcohol Behaviour Change Service to the successful bidder.
- (2) delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement as set out in the tender documents and to make any necessary drafting or other amendments to the terms of the agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the agreement.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	People
Service:	Public Health and Wellbeing
Team:	Public Health
Lead Officer:	Matt Pearce
Title of Project/System:	Contract Award Drug and Alcohol Behaviour Change Service
Date of Assessment:	9 th September 2021

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Contract Award Drug and Alcohol Behaviour Change Service
Summary of relevant legislation:	Public Contract Regulations 2015
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Karen Felgate
Date of assessment:	9 th September 2021

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	Yes
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Provision of provision of an integrated Adults, Children & Young People Drug and Alcohol Behaviour Change Service
Objectives:	Remodelling of the service to achieve savings targets which were approved by Executive in 2019-20. A competitive tender process was approved to deliver the required level of saving.
Outcomes:	Remodelling will seek to provide an improved, recovery focused, evidence based, and cost-effective integrated service for adults, children and young people. The remodelled service will deliver key outcomes and minimise the number of young people remaining in treatment longer than required and improve transition to the adult's service.

Benefits:	Integrated service provision for Adults Children & Young People in West Berkshire. The new provider is offering a more up to date service that offers a good range of interventions and access to wider opportunities
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2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Disability	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Gender Reassignment	N/A	
Marriage and Civil Partnership	N/A	
Pregnancy and Maternity	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Race	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Religion or Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	

Further Comments relating to the item:

N/A

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Karen Felgate

Date: 9th September 2021

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.