


<b>Subject:</b>	Approval to Award Royal Borough of Windsor and Maidenhead Stop Smoking Service	<a href="http://www.rbwm.gov.uk">www.rbwm.gov.uk</a>  Royal Borough of Windsor & Maidenhead
<b>Reason for briefing note:</b>	To summarise the commissioning and procurement process and outcome, including the financial and recommendations for contract award of the Stop Smoking Service	
<b>Responsible officer(s):</b>	Charlotte Littlemore – Service Lead for Public Health Programmes	
<b>Senior leader sponsor:</b>	Jonas Thompson McCormick – Deputy Director of Public Health	
<b>Date:</b>	21/12/2023	

## SUMMARY

### **Recommendations**

Following Cabinet approving delegated decision making authority to Kevin McDaniel and Cllr del Campo on the 13<sup>th</sup> December 2023, the ask is for Kevin McDaniel and Cllr del Campo to:

- To NOTE the commissioning and procurement process, and financial implications.
- To APPROVE the award of Royal Borough of Windsor and Maidenhead Stop Smoking Service for a minimum term of 2 years and a possible maximum term of five-years to **Solutions 4 Health**.

## 1 BACKGROUND

Smoking is the leading cause of preventable illness and premature death in England. In 2021, approximately 8.6% of the adult population were estimated to be smoking in the Royal Borough of Windsor and Maidenhead (RBWM) [Local Tobacco Control Profiles - Data - OHID \(phe.org.uk\)](#). To meet the Government’s ambition for England to be ‘smokefree’ by 2030 (smoking prevalence ≤5%), this means reducing smoking prevalence in adults in the RBWM from 8.6% to 5% in the next 7 years.

The decision was made to recommission the RBWM’s current stop smoking service, provided by Solutions 4 Health, as this contract ends 31<sup>st</sup> March 2024 with no extensions available.

Approval to go out to tender was sought via Head of Service Consultation. Procurement was consulted throughout the commissioning process to ensure compliance with the Council’s Contract and Tendering Rules.

The original proposal was to award a contract for 2+1+1 with an annual contract value of £120,000, with the contract starting 1<sup>st</sup> April 2024.

Knowledge of the market indicated capacity to deliver the specification within the estimated budget set. A contracts finder notice was published, asking suppliers to express an interest and complete a questionnaire. Two responses were received.

Following procurement advice, and because the requirement was above the Procurement Threshold (£213K), a full tender process was selected.

A Find a Tender notice (FTS) and a contracts finder notice was published calling for competition. The tender was published on our e-procurement portal on 15/09/2023, with bids due after 35 calendar days on 20/10/2023. Bidders were permitted to ask clarification questions prior to submission.

On the 4<sup>th</sup> October 2023, the government announced that it is investing an additional £70 million per year to support local authority stop smoking services over the financial years of 2024 to 2025 through to 2028 to 2029. Therefore, it became likely that the financial envelope of the RBWM Stop Smoking Service would exceed £120k per annum. During the tender period it had not been confirmed what increases in funding RBWM may receive. Due to this announcement, it was decided to increase the duration of the contract by a further year to align with the grant funding time scale.

The contract term was reviewed to be 2+1+1+1, with a minimum contract value of £600k (with the understanding that the value of contract may increase due to the additional grant allocations). The tender on the Bravo Platform was updated on 6<sup>th</sup> October 2023 to reflect this change.

One bid was received.

## **2 Financial Implications**

RBWM receives a ring-fenced Public Health grant from the Department of Health and Social Care to fund the cost of its mandatory and non-mandatory duties.

The payment for the service will be a block payment each year of £120k.

The financial implications to the public health grant for the Stop Smoking Service is £120,000 per annum, resulting in a total contract value over the possible five-year contract of £600,000. This award should not cause a budget pressure for the Council.

The Council's Public Health expenditure must be contained entirely within the grant funded cash limit indicated above. If any additional pressures are incurred management actions will need to be identified to cover this.

TUPE does not apply in this instance, so no associated cost implications are applicable.

## **3 Tender Evaluation**

1 bid was received from Solutions 4 Health.

The tender submissions were evaluated on a 100% quality ratio as the budget was fixed. The tender evaluation method allocated 0% to cost, but bidders were required to submit a breakdown of their costs that itemised how the funds would be allocated. The Council could therefore establish what percentage of the money was being spent on the direct delivery of the Service.

The quality evaluation was made up of seven questions which potential providers were asked to complete in line with word limits. Answers to these questions were weighted in relation to their relative importance. The questions covered:

- Organisation
- Implementation
- Structure/Staff

- Service Pathway and Accessibility
- Service Model and Delivery
- Quality
- Data Protection/Management Information

The moderation panel consisted of two RBWM Council officers (Service Lead for Public Health Programmes and Service Lead for Contracts and Commissioning (Public Health), and a Public Health Strategic Commissioning Manager from Berkshire East Public Health Hub. Members of the panel evaluated the tender submissions individually, allocating a score and commentary to each question from each bidder. Once this was completed, a consensus meeting took place with the panel members and RBWM's Procurement Manager. A single consensus score for each answer from the bidder was agreed. The sum of the seven consensus scores for each bid was their overall technical score.

All written method statement answers were marked on a 1-10 scale. The Evaluation Scoring Spreadsheet details the instructions for evaluators, the scoring matrix, and is laid out for evaluators to add scores with positive and negative feedback.

Following the consensus meeting with the moderation panel on 3<sup>rd</sup> November 2023, it was determined that a clarification meeting with Solutions 4 Health was needed to seek clarity on some answers. The clarification meeting with Solutions 4 Health was held on 1<sup>st</sup> December 2023. Following this meeting, Solutions 4 Health also provided a written response to the clarification questions.

Following this meeting, all members of the moderation panel agreed that the answers provided by Solutions 4 Health were satisfactory and were considered to be appointable.

#### 4 Outcome

The question weightings, moderated scores, and weighted scores awarded to Solutions 4 Health are shown below.

Questions		Solutions 4 Health	
Criteria	Weighting (%)	Score	Weighted Score
1. Organisation	5	7	0.35
2. Implementation	15	6	0.9
3. Structure/Staff	10	7	0.7
4. Service Pathway and Accessibility	25	6	1.5
5. Service Model & Delivery	30	7	2.1
6. Quality	5	7	0.35
7. Data Protection/Management Information	10	6	0.6
<b>Total</b>	100	46/70	6.5

Although only 1 bid was received for this Contract, it was agreed by the Moderation panel that Solutions 4 Health received satisfactory scores and, therefore, are an appointable bidder and are recommended for award of contract.

## **5 Concerns / Risks**

There are no substantive concerns that would delay an award or that would result in no award.

## **6 Decision**

This paper summarises the procurement process that was undertaken in accordance with the RBWM procurement policy to commission services.

The tender followed a robust process with efforts made to maximise competition and achieve value for money.

It is recommended that the contract is awarded to Solutions 4 Health.

## **Record of Approval**

I have today decided to take the decision to award the contract, as outlined in this document, to Solutions 4 Health.

A handwritten signature in black ink that reads "K. McDaniel". The signature is written in a cursive style with a large 'K' and 'M'.

Kevin McDaniel

21<sup>st</sup> December 2023