

REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Preliminary Procurement Notification –
Proposed Tender of a Domiciliary Care Service
- Key Decision

WARD(S) Borough wide

1.0 **PURPOSE OF THE REPORT**

1.1 This is a Preliminary Estimate Report to seek approval from Executive Board to commence a new tender procedure for the supply of a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5. as the contract value will exceed £1 Million in value.

The proposed contract will be for an initial five years commencing 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods, 2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031.

This report is also seeking approval from Executive Board of a second pre-determined contract extension period commencing on 2nd April 2024 up to a period of 12 months as the contract value will exceed £5 Million.

2.0 **RECOMMENDATION: That Executive Board**

- 1) **Note the contents of the report;**
- 2) **Approve this Preliminary Estimates Report to commence a new tendering procedure for a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5;**
- 3) **Approve the second available pre-determined contract extension period of the current Domiciliary Care Service, in order to undertake the new tendering procedure in compliance with Procurement Standing Order 1.15.3; and**
- 4) **In relation to recommendation 3) above, approve that the Executive Director – Adult Services, is granted Delegation of Authority to agree the contract extension period with the incumbent Provider up to a maximum of**

12 months from 2nd April 2024.

3.0 SUPPORTING INFORMATION

- 3.1 In 2018 Halton Borough Council tendered for a Domiciliary Care Service. At the 8th December 2022 Executive Board meeting, Executive Board approved a pre-determined one-year contract extension period and the current contract is due to end on 1st April 2024.
- 3.2 Domiciliary Care Services provide personal care for people living in their own homes and are independently regulated by the Care Quality Commission under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009.
- 3.3 Halton Borough Council currently makes provision for Domiciliary Care Service. Annually, approximately 5,500 hours of Domiciliary Care are delivered in Halton per week.
- 3.4 Halton Borough Council currently holds a contract for a single provider of Domiciliary Care. The new tender procedure will seek to introduce a new delivery model which will increase the number of providers delivering Domiciliary care within the borough. This will address current limitations for Service Users regarding choice and diversity of supply.
- 3.5 The current contract was awarded for a five-year contractual period (2nd April 2018 - 1st April 2023). The contract also allowed for the enactment of 2 x 12-month pre-determined contract extension periods. At the 8th December 2022 Executive Board meeting, Executive Board approved the use of the first extension period from 2nd April 2023 to 1st April 2024.
- 3.6 As the current contract is due to expire on 1st April 2024, Officers have been undertaking work to prepare to re-tender the service.
- 3.7 The proposed new contract term is for a five-year period with an option to extend the contract for 2 x 12-month pre-determined contract extension periods.
- 3.8 The estimated value of the contract is £49,000,000 (forty-nine million) over the lifetime of the contract (seven years including 2 x 12-month extensions). The current annual contract value is circa £7,000,000 (seven million) per annum.
- 3.9 In order to undertake the tender process and allow sufficient time to mobilise the new service, it is proposed that the new contract will commence on 2nd October 2024.
- 3.10 The timing of the implementation of the service is critical, to ensure

that the implementation of the new contract does not take place during the winter period, which is typically the period of highest demand for Adult Social Care and could cause significant disruption to service delivery.

3.11 The new contract will run from 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods (2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031).

3.12 In order to undertake the full tender procedure and requisite mobilisation period, Executive Board is asked to approve the use of the second available pre-determined contract extension of the current Domiciliary Care service contract, which is available from 2nd April 2024 - 1st April 2025, in compliance with Standing Order 1.15.3.

3.13 Executive Board is also asked to approve that Sue Wallace-Bonner is granted Delegation of Authority to agree the contract extension period with the incumbent Provider up to a maximum of 12 months from 2nd April 2024.

3.14 It is proposed to undertake a full open tender procedure to comply with Procurement Standing Order 1.5.2.

4.0 **POLICY IMPLICATIONS**

4.1 None identified at this stage.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The estimated value of the contract is £49,000,000 (forty-nine million) over the lifetime of the contract (seven years including 2 x 12-month extensions). The current annual contract value is circa £7,000,000 (seven million) per annum.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

None identified at this stage.

6.2 **Employment, Learning & Skills in Halton**

None identified at this stage.

6.3 **A Healthy Halton**

The provision of the Domiciliary Care Service will contribute to improving the Health and Wellbeing of Halton Residents.

6.4 **A Safer Halton**

None identified at this stage.

6.5 Halton's Urban Renewal

None identified at this stage.

7.0 RISK ANALYSIS

7.1 Approval by Executive Board to proceed with a new open tender procedure will ensure appropriate action is taken to procure provision of the Service once the current contract comes to an end.

7.2 The tight timeline for the new procurement procedure means that any unplanned slippage will impact the award date.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None identified at this stage.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 None identified at this stage.

10.0 REASON(S) FOR DECISION

- The decision is statutorily required.
- The contract value is above £5m.
- The decision impacts on all wards and communities within the borough.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

There are no alternative options. The Council must commence a new tender procedure for the supply of a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5. to ensure continuity of Service once the current contract ceases.

12.0 IMPLEMENTATION DATE

The proposed contract will be for an initial five years commencing 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods, 2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031.

13.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.