



# Adult Social Care Services

## Commissioning and Contracting in Bournemouth and Poole

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# Who we are !



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Business and Operational Support  
Manager

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Borough of Poole  
Strategic Contracts Manager



# What is Commissioning ?

Commissioning is the process for deciding how to use the total resource available for people in order to secure services that most appropriately address their needs, using market intelligence, research and planning.



# Commissioning Cycle



**Reviewing**  
whether individuals' outcomes in support plans have been met, and the success of the contract in meeting needs and commissioning priorities.

REVIEW

**Understand**  
recognize local needs, resources and priorities and agree end product, including provider information and service user views.

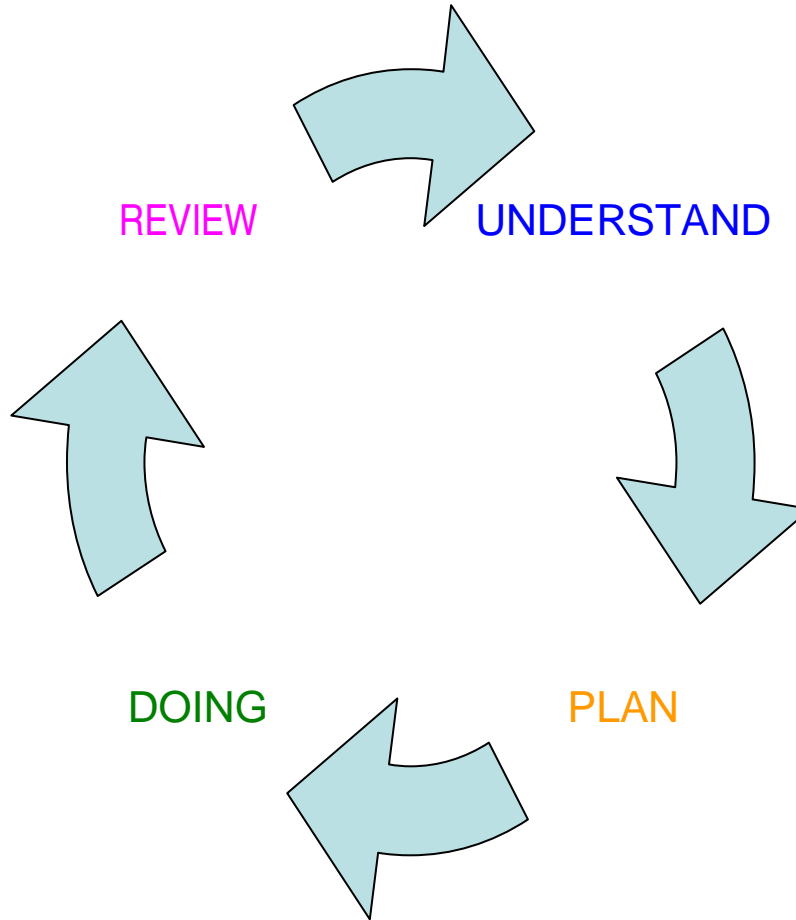
UNDERSTAND

**Doing**  
through procurement, purchasing and contract management

DOING

**Plan**  
how to address needs effectively, efficiently, equitably and in a sustainable way.

PLAN





**Procurement** - The process for selecting the best provider(s) in a way that meets public service legislation.

**Purchasing** – day to day buying services from a provider.

**Contracting** – agreeing the purchaser/provider Relationship.

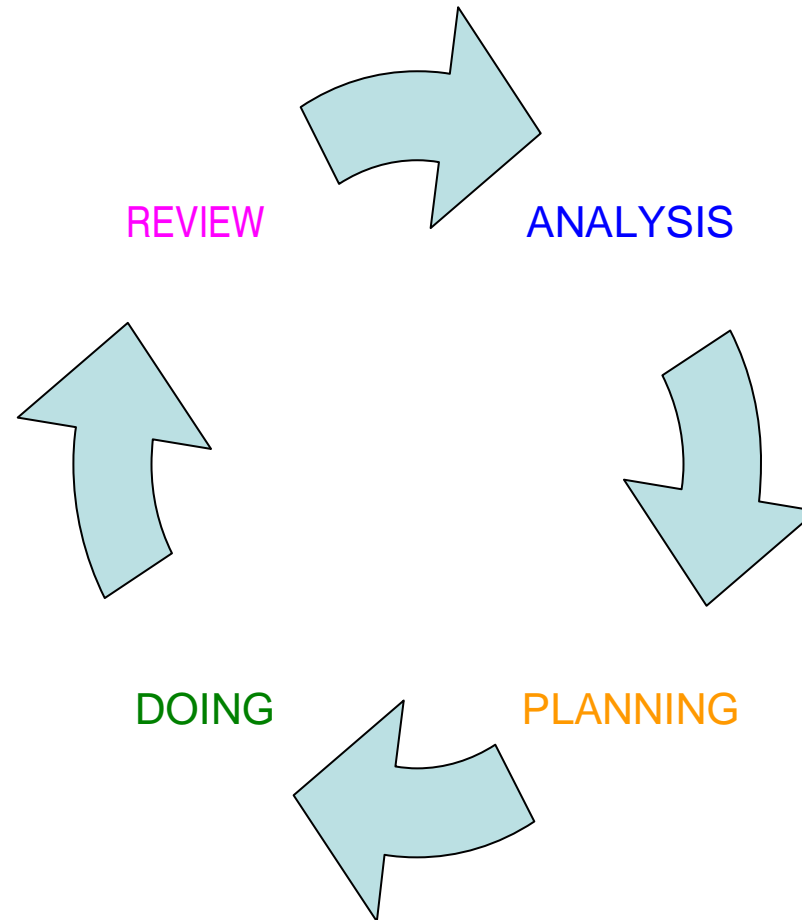


# Procurement & Contracting Activity



**Reviewing** – whether individuals' outcomes in support plans have been met, and the success of the contract in meeting needs and commissioning priorities.

**Doing** - through tendering, purchasing, contract management,



**Analysis** - of the plan/strategy, assessment of patients/service user needs, allocation of resources, and analysis of provider strengths and weaknesses

**Planning** - by designing specifications and deciding contract type and terms, and developing business case (for procurement and purchasing approach).



# When to opt for a tender process?

## The Financial Thresholds

### Bournemouth

Up to £500  
One Oral Quotation Commissioner

£500.01 to £5000  
One Oral Quotation Confirmed in writing

£5000.01 to £30,000  
Three Written Quotations

£30,000 - Tender

### Poole

**Up to £5000 Value for Money principles – Service Unit Head sign off**

**£5001 to £30,000 3 verbal quotes, lowest quote to be accepted unless MEAOw\* is agreed**

**£30,001-£150,000 3 written quotes, lowest quote to be accepted unless MEAOw\* is agreed**

**£150,000 Formal tender for all Services**

\* MEAOw –Most Economically Advantageous Offer



## Analysis and Planning



- Priorities for commissioners
- Information about current service (if applicable).
- Best procurement method (open or restricted tendering or competitive dialogue).
- Participation by people who need services
- Quality and Performance expectations
- Implications of TUPE
- Conflict of interests
- Tendering timetable



# Quality and Performance Factors



- Safeguarding
- Personalisation (choice, control, independence).
- Partnership working
- Sustainability
- Engagement with communities
- Volunteering.



Write ;

Service Specification

Contract

Develop Tender Documentation

Advert



## Different Types of Tender processes

### **Open Tender –**

Open tendering is a one-stage bidding process, where all interested and responding to contract notice will be invited to submit a tender. The contract notice states where to obtain tender documents and the last date when tenders will be accepted.



## Restricted Tender



This is a two-stage process in which potential suppliers expressing an interest in bidding are evaluated first. (Pre Qualifying Questionnaire).

A shortlist is then drawn up from the evaluation exercise for the purpose of inviting bids.

The contract notice gives details on information that must be submitted by the supplier or on how to receive the necessary documentation to express an interest in being short listed.

The restricted procedure is most likely to be applied where large numbers of applicants are anticipated.



## Negotiated Tender



Is a 3 stage process following the process of restricted procedures

following receipt of tenders the purchaser may select one or more potential bidders with whom to negotiate the terms of the contract

The providers who have been part of the negotiation process will then be requested to submit a final price



# Competitive Dialogue



Prior to tendering process being started, the Council invites organisations to contribute to planning stage.

One of the types of tendering process will then follow.



## **Complete Tender Documentation**

Information for Tenders

Form of Tender

Pricing Schedules

Quality and Performance Plan

Method Statement

Operational Plan

Evaluation Scoring of Documents

Provider Business Questionnaire (PBQ) – Bournemouth specific

Interview Questions / Evaluation scoring of questions is shared



## Where we Advertise?



### Bournemouth Borough Council

- [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
- [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk)
- OJEU Journal
- Appropriate publications

### Borough of Poole

- PBC Website
- Local or National Advert
- Supply.gov.uk website
- Partners website
- OJEU Journal



# Timescales

- Normally allow 3/4 weeks to express your interest following advert
- Information and documentation for tendering will be sent and 3/4 weeks will be allowed for submission
- Questions can be asked in writing during this time (normally up to 10 days before submission)
- Send out tender documentation in line with requirements for the tender type which will be detailed in your tender information pack
- Information about how tenders will be evaluated and the award date will be included in information sent to tenderers



Any Questions?