

Causeway Coast and Glens Borough Council

To: Leisure & Development Committee

Generalist Voluntary Advice Services

8th September 2015

For Decision

Report to Committee

Linkage to Interim Corporate Plan	
Strategic Themes	Health & Wellbeing Cohesive Community
Lead Officer	Julie Welsh – Head of Community & Culture
Cost: (If applicable)	£101,138

The purpose of this report is to seek approval to award a contract for the provision of Generalist Voluntary Advice Services for the Borough from 1st October 2015 to 31st March 2016.

Background

Following an extension to legacy Council provision for a six month period as agreed by the Shadow Council in December 2014, an open procurement/tendering procedure has been undertaken for the provision of Generalist Voluntary Advice Services for the Borough for the final six months of the current financial year, to commence 1st October 2015. This process has been undertaken in line with the Shadow Council's Procurement Policy.

Detail

Key outputs associated with the delivery of the service include:

- Advice provision to be based in locations in Ballycastle, Ballymoney, Bushmills, Coleraine, Cushendall, Dungiven and Limavady, reflecting provision provided by the four legacy Councils and scoped as appropriate through the Williamson Report, 2009.
- All locations to offer the range of provision of generalist voluntary advice services stated in the Advice Specification provided by Causeway Coast and Glens Borough Council.
- A minimum of 6.5 full-time equivalent advice staff should be employed across the Borough.
- The annual target of enquiries is 28,000 per annum.
- The advice provider must be able to meet the advice standards and guidelines as set out in the 'Standards and Guidelines for the Provision of Generalist Voluntary Advice Services'.
- Provision must be available for individuals seeking generalist voluntary advice services who do not have English as their first language.

Tender

One valid submission was received by the tender closing date of 25th August 2015. The tender assessment took place on 27th August 2015. The tender was scored on methodology (80%) and cost (20%) with the threshold for appointment set at 65%. The submission received a score as follows:-

Tenderer	Methodology Score (80%)	Price Score (20%)	Total Score (100%)
Causeway Citizens' Advice Bureau (Lead Partner for Causeway and Glens Advice Services Consortium)	53	20	73%

Recommendation

It is recommended that Council award the tender for the Causeway Coast and Glens Borough Council: Provision of Generalist Voluntary Advice Services for the Borough from 1st October 2015 to 31st March 2016 to Causeway Citizens' Advice Bureau as Lead Partner for Causeway and Glens Advice Services Consortium at a maximum total cost of £101,138.00.