

MUNICIPAL YEAR 2014/2015 - REPORT NO.

ACTION TO BE TAKEN UNDER DELEGATED AUTHORITY

Operational decision by Chief Executive

REPORT OF:

Chief Executive – Rob Leak

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Agenda - Part: 1	Item:
Subject:	
Award of framework agreement for Design and Print Services	
Wards: N/A	
Key Decision No: 3865	
Cabinet Member consulted:	
Cllr: Georgiou	

1. EXECUTIVE SUMMARY

The Council has operated a framework agreement for the supply of design and print contractors for the last four years in accordance with EU procurement rules. The Council has now tendered for a new framework contract for the period of four years with the option to extend for a further year from 1st January 2015. The framework consists of 3 separate lots and a maximum of 10 providers per lot.

2. RECOMMENDATIONS

- This report seeks approval to award the framework to the following contractors in each of the three categories of work.
- **Lot One – General Print**
 1. Impress Print Services Ltd
 2. PWPFS Print & Design
 3. TradeWinds London Ltd
 4. Financial Data Management plc
 5. Full Spectrum Print Media
 6. Collector Set Printers LTD
 7. MBA Group Ltd
 8. Circle Services Group
 9. Alphaprint
 10. FastAnt

- **Lot Two – Highly Skilled and Creative Design**
 1. Alphaprint
 2. Fever Design
 3. NU Creative Ltd
 4. Baines Design
 5. Zuluspice Ltd
 6. Fresh Lemon
 7. Hackney Council
 8. Whatever Design
 9. Blaze Communication
 10. Lazenby Ltd t/as Graphic impressions

- **Lot Three – Web Offset Printing**
 1. Swan Print Ltd
 2. Sterling
 3. MBA Group Ltd
 4. Weather B Ltd Trading as Docklands Printers

- The Framework Agreement be for a four year period with an option to extend for a further one year period from the 1st January 2015. Approval of any option to extend would be subject to a further decision by the Chief Executive.
- Details of the evaluation are contained in a part 2 report.

3. BACKGROUND

London Borough of Enfield current framework agreement expired 5th May 2014. After taking advice from Procurement and Legal we continued to use the current providers and request quotations on an individual job basis. This was in line with Corporate Procedure Rules for obtaining quotations.

Following a tender process the Council awarded a framework agreement to a number of providers, which was broken into four lots with a number of providers on each lot. By utilising a large number of providers this increased the amount of flexibility the Council had on each project.

This flexibility is important as the range of work means that it is difficult to list every possible option that might be used and the Council has been able to take advantage of printers and designers that have excess capacity at key moments in time.

The framework agreement was re-procured after approval from the Strategic Procurement Board. Tender documentation was issued to bidders on 17th April 2014 via our e-Tendering system, allowing bidders the chance to ask questions on the services we require. The Council has now completed an EU compliant tendering process for a new framework contract. This time, the work has been split into 3 separate lots. This

ensures competition within each category but is not such a large number that a contractor stands a good chance of winning work.

The framework agreement terms and conditions do not guarantee any minimum quantity or value of work.

Lot One and Two will have 10 providers and Lot Three will only have 4 providers, this was due to a lack of response from the market.

Submissions were evaluated by a panel of officers representing the key stakeholder departments. Each of these submissions were assessed as per the evaluation model, details are included within Part 2 of this report.

In total 35 Tender submissions were received for the 3 lots of services which were all assessed as follows:

Lot One – General Print

Price: 60% weighting

Quality: 40% weighting

Lot Two – Highly Skilled and Creative Design

Price: 40% weighting

Quality: 60% weighting

Lot Three – Web Off-set Printing

Price: 60% weighting

Quality – 40% weighting

4. ALTERNATIVE OPTIONS CONSIDERED

The Council could have awarded a single contract to a single supplier but this would not enable competition during the life of the contract and would be limited to the larger suppliers who can do all categories of work or require significant outsourcing of work. Separating the requirements into the three lots has enabled local SME's to submit proposals.

The Council also considered various framework agreements already available, keeping the service in-house or doing nothing. However each of these options were discounted at the planning stage.

5. REASONS FOR RECOMMENDATIONS

The procurement has complied with EU processes and was in line with the Council's Contract Procedure Rules. This delivers good value for money and the flexibility to respond to changing requirements.

The current market has been fully tested, this is proven by the number of responses the Authority received.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1 Financial Implications

Historical spend on this framework agreement per annum was approximately £350,000.00 As a result of a vigorous and robust tender exercise we have secured the following indicative savings:

1. Lot One – General Print – 6%
2. Lot Two – Highly Skilled & General Design – 0%
3. Lot Three – Web Offset Printing – 12%

These savings were calculated using a basket of goods, based on previous contractual prices compared to new contractual prices.

The savings were calculated using a standard description that was easily comparable to the previous contractual prices, but may not reflect all the different type of work going forward as you cannot plan for this. This contract is based on a framework agreement so no volumes are guaranteed.

The costs incurred via these contracts are charged out to customers, and the service is budgeted to cover costs. With the reduction year on year of print and design requirements it will be very difficult to quantify any savings. The contract will require providers to continually assess and deliver best prices

6.2 Legal Implications

6.1.1 The local authority has power under Section 111 of the Local Government Act 1972 to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. The provision of design and print services is incidental to the exercise of functions of the Council. The general power of competence in s.1 (1) of the Localism Act 2011 further provides the Council power to do anything that individuals generally may do provided it is not prohibited by legislation and subject to Public Law principles.

6.1.2 The client has confirmed that the framework has been procured in accordance with the Public Contracts Regulations 2006 and the Councils Contract Procedure Rules.

6.1.3 Frameworks let under the Public Contracts Regulations 2006 must be let for a maximum period of four years, therefore any extension beyond four years will be subject to a further report and any risks assessed at that time. The risk of challenge at this stage would appear to be low as Corporate Procurement have confirmed that the OJEU Notice clearly set out the framework period and extension (which could be argued is now out of time for challenge under the regulations).

6.1.4 The framework agreement must be in a form approved by the Assistant Director of Legal Services.

6.3 Property Implications

There are no property implications for this report.

7. KEY RISKS

The biggest risk in this commercial environment is the security of the business. Each has been assessed for financial security by finance. In addition the award of 10 providers within Lot one (General Print) and Lot two (Highly skilled and creative design) enables the Council to mitigate the risk of a supplier going out of business.

The risk management service would recommend that risks be reviewed throughout the process

8. IMPACT ON COUNCIL PRIORITIES

The procurement of this framework contract will contribute to delivering the Council priorities as follows:

8.1 Fairness for All

Serving the whole borough fairly and tackling inequality

Production of all statutory papers and agendas for democratic services on time and to reduced budget to enable effective democratic participation in local government.

Contributes to delivery of annual communications work plan supporting democratic participation through increasing awareness of service decisions and ways to engage in decision-making.

8.2 Growth and Sustainability

A clean, green and sustainable environment

Like many areas of the country, Enfield has suffered during the recent recession. Unemployment has risen, and many of the problems already present within the borough have been exacerbated. Demonstrating that Enfield is open for business will ensure that the borough makes a strong and sustainable recovery from the recession.

As part of the framework contracts it will be stipulated that each company must hold recognised environmental certification and they will be encouraged to use FSC accredited paper (recycled).

8.3 Strong Communities

Encourage active citizenship

Produce and deliver all statutory papers and agendas for democratic services on time and to reduce budget to enable effective democratic participation in local government.

Listen to the needs of local people and be open and accountable

Contribute to delivery of annual communications work plan supporting democratic participation through increasing awareness of service decisions and ways to engage in decision-making

9. EQUALITIES IMPACT IMPLICATIONS

Corporate advice has been sought in regard to equalities and an agreement has been reached that an equalities impact assessment/analysis is neither relevant nor proportionate for the approval of this report.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

The performance of contractors will be assessed on each job. Providers were assessed on their complaints procedure including how they would respond and the timescales.

In addition each provider has agreed and given a response to how they intend to meet the Key Performance Indicators set by the Council. These will be monitored by the Contract on a regular basis and will form part of the contract management procedure.

11. HEALTH AND SAFETY IMPLICATIONS

There are no Health and Safety implications for this report. However all providers gave a copy of their Health and Safety policy and associated documents/certificates or procedures and processes. These were evaluated in line with the criteria as set out in the Tender pack.

12. PUBLIC HEALTH IMPLICATIONS

The framework agreement will have a positive impact upon the health and well being of the public in Enfield. As part of the overall evaluation process providers were asked to address how they would drive out efficiencies across the whole life of the contract. In addition cover areas such as how they adhere to good environmental practices.

Background Papers

None.

MUNICIPAL YEAR 2014/2015 - REPORT NO.

**MEETING TITLE AND DATE /
ACTION TO BE TAKEN UNDER
DELEGATED AUTHORITY**

PORTFOLIO DECISION OF

Councillor Orhan

**REPORT OF:
Director of Schools and Children's
Services**

c/o Early Years Head of Service
Diana.Weston@enfield.gov.uk

Agenda - Part: 1	Item:
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Subject: Provision of Sessional Daycare/Early Education at Florence Hayes Adventure Playground	
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Wards: Upper Edmonton	
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Key Decision Yes: KD 4022	
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Cabinet Member consulted:	
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Councillor Orhan	
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1. EXECUTIVE SUMMARY

Enfield Council has a duty to provide 2,706 places for disadvantaged two year olds, free at point of delivery and a potentially unlimited number of places for three and four year olds. In both cases, the Authority is required to fund up to 15 hours per week of early education at set hourly rates.

Enfield Council will commission a PVI Early Years provider with relevant experience to lease premises at its Florence Hayes Adventure Playground site in order to deliver high quality sessional daycare integrated with early years education.

The Authority will be required to pay for up to 15 hours of free early education for each eligible child placed at the setting. This payment will be pass-ported funding from the Dedicated Schools Grant (DSG).

This commission will deliver a potential 100 new places (50 x 2 sessions) for 2,3 and 4 year olds in an area of high deprivation. In addition, the Florence Hayes Adventure Playground will be sustained through c. £17,000 p.a. rebate from the provider.

2. RECOMMENDATIONS

It is recommended to undertake a tendering exercise to source a reputable PVI early years provider. The letting of this contract will ensure much needed early education places for Enfield's children living in an area of high deprivation and will act as a source of income generation to support the Florence Hayes site, which is currently unused prior to 15:30 each day, during term time.

3. BACKGROUND

Enfield has a large and growing population, particularly in the younger age group. Estimates based on the 2011 Census suggest there are 24,513 children under the age of five living in the borough and all available projections suggest this is growing and will continue to grow. Not least due to the ambitious *Meridian Water* plans Enfield has launched for regeneration of the South East the borough.

In some parts of the borough there is already considerable deprivation and disadvantage. Overall 33.4% of all Enfield children are living in poverty. This "average", however, disguises a wide variation across the borough. These factors are reflected in the particularly high targets the government has set Enfield for delivery of the Two Year Olds Programme, the second highest in London.

Enfield's *Two Year Old Strategy* states 'We want our most disadvantaged two year olds, and all three and four year olds, to have the most positive start in life, so that they can go on to achieve their full potential.'

This vision will be delivered through:

- a combination of sufficient good or outstanding settings, providing high quality early learning to meet identified need and provide parents and carers with choice
- excellent play based learning, adapted to the needs of the child
- high quality practitioners who through support and challenge become the best at what they do
- parents and carers who are supported as equal partners in their child's learning and development, both in the setting and in home learning environment (HLE).'

Enfield Council is required to ensure that the provision of childcare is sufficient to meet the requirements of parents in their area (Childcare Act 2006 S6). Current evidence confirms the ongoing need for childcare provision, particularly for 2 year olds, where a shortage of places in line with the flexible free entitlement is occurring in the Upper Edmonton area. The Childcare Act 2006 (S3) requires local authorities to encourage and facilitate the involvement of partners, including in particular early years providers in the private, voluntary and independent (PVI) sector in the delivery of integrated early childhood services.

Early Years providers are integral to the Government's wider vision for families in the foundation years (Supporting Families in the Foundation Years 2011). An integrated package of support between early years providers together with other key partners e.g Children's Centres, has the potential to transform children's life chances. In particular, there is the opportunity to narrow the gap between the more and less affluent, hence improving the attainment of children living in the most deprived areas and helping to bring an end to child poverty.

Within the Upper Edmonton ward area there are: 245 eligible 2 year olds

665 eligible 3 and 4 year olds

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1 Financial Implications

All funding for 2, 3 and 4 Year old places is provided through the DSG, this service will therefore be delivered at no cost to the Authority.

In addition, income of up to £1,700 per calendar month will be generated through a rebate from the provider for use of the Florence Hayes site.

6.2 Legal Implications

To safeguard the local authority and ensure that the provider complies with the requirements set out in the service specification a contract will be entered into to provide services. The contract will be in a form approved by the Legal Services where payment of the DSG is made retrospectively based on actual number of children attending the setting. The procurement will be carried out in accordance with the Council's Constitution and in particular with the Contract Procedure Rules.

The service that will be provided falls under Part B, Schedule 3 of the Public Contract Regulations 2006. As a Part B service the Council is not required to follow the full OJEU process but is still under an obligation to ensure that the procurement process is fair, transparent and non-discriminatory.

The Council has to comply with the duty of Best Value and must consider this duty in the manner in which the service is provided in accordance with the Local Government Act 1999.

6.3 Property Implications

A lease agreement will be entered into with the provider for use of the Florence Hayes Premises.

7. KEY RISKS

~~There are no key risks envisaged. There are currently 124 settings providing sessional daycare in Enfield and many organisations already run multiple sites.~~

A market testing exercise will be undertaken in advance of the tendering exercise.

That the provider will not provide high quality early education; this will be judged by Ofsted and the contract will allow the Authority to put in place corrective actions and/or remove a provider if the Ofsted judgement falls below 'Good'.

389 Lone parents

490 children under 4 in workless households

506 claimants households with children under 5

To meet this need, Enfield Council will commission a PVI provider with local knowledge to lease premises at its Florence Hayes Adventure Playground site (Upper Edmonton Ward) from which it will deliver high quality sessional care integrated with early year's education.

The procurement is designed primarily to bring about social, educational and health benefits for young children in Enfield, through high quality early education. This will be to the benefit of children and their families and will build resilience and improve life chances.

Potential social benefits include:

- Increased parental engagement;
- Improved life chances for disadvantage young children through high quality early education and early identification of issues;
- Improved levels of school readiness;
- Being sited at an existing hub for local communities, thereby further improving social cohesion;
- Providing employment opportunities for local people;
- Reduction in social isolation;
- Combatting child and family poverty

During term-time the provider will have sole use of the premises from 7.00 am to 3.30 pm.

In addition to socially strengthening this valued community resource, the provider will assist economically through a financial rebate (rental charge of £13 per hour) which will sustain the LBE provision of free play activities for children aged 5 years and upwards.

4. ALTERNATIVE OPTIONS CONSIDERED

~~There are no alternative options available as Enfield is unable to deliver this service directly and wishes to commission a provider/partner for its Florence Hayes site in the most transparent way possible.~~

5. REASONS FOR RECOMMENDATIONS

To ensure that Enfield both meets its requirements under the Childcare Act 2006 S6 and sustains its play provision, within the context of shrinking budgets.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

Serve the whole borough fairly and tackle inequality: the site will provide high quality early education for up to 50 2, 3 and 4 year olds per session from across the borough, with a focus on the most deprived and will be free of charge at the point of delivery. The service will be available for 38 weeks of the year;

Provide high quality, affordable and accessible services for all: places will be funded through Dedicated Schools Grant (DSG) funding; this is funded to the Authority based on participation and therefore does not cost the Authority. It also means that the service will be free of charge at point of delivery.

The site has already proven to be accessible, as it is in constant use for after school clubs and activities for children and young people;

Enable young people to achieve their potential: by providing free high quality early education for up to 50 children per session across 38 weeks of the year.

8.2 Growth and Sustainability

A clean, green and sustainable environment: by promoting and developing partnership working and engagement by the provider with the local authority and other statutory bodies;

Bring growth, jobs and opportunity to the borough: through provision of employment opportunities by the provider, developing skills of staff and supporting families through offering an early help function.

8.3 Strong Communities

Encourage active citizenship: promoting interaction with parents and providing links to additional opportunities and support agencies;

Listen to the needs of local people and be open and accountable: by delivering a service that is judged at least 'Good' by Ofsted in accordance with the Early Years Foundation Stage (EYFS) framework;

Provide strong leadership to champion the needs of Enfield: through joint working with the Early Years Development Team;

Work in partnership with others to ensure Enfield is a safe and healthy place to live: by promoting joined up working between other local provision (Raynham Children's Centre, schools, PVI and childminders) and working closely with commissioners to be responsive to changing need.

9. EQUALITIES IMPACT IMPLICATIONS

No Equalities Impact has been undertaken as this service will be meeting and identified need. It will be required to meet Good/Outstanding Ofsted Standards as a funding requirement.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

This service will be supported by the local authority in terms of quality performance monitoring, in line with the Early Years Intervention and Support Strategy.

11. PUBLIC HEALTH IMPLICATIONS

The proposal will increase access to public health services, information, advice and guidance through partnership arrangements with Raynham Children's Centre.

Background Papers