
Decision Maker:	EXECUTIVE WITH PRE DECISION SCRUTINY BY THE CHILDREN, EDUCATION AND FAMILIES PDS COMMITTEE		
Date:	30 MARCH 2022		
Decision Type:	Non-Urgent	Executive	Non-Key
Title:	PROVISION OF HOLIDAY AND SATURDAY GROUP BASED SHORT BREAKS - AUTHORISATION TO TENDER FOR NEW CONTRACT		
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Chief Officer:	Richard Baldwin, Director of Children, Education and Families E-mail: richard.baldwin@bromley.gov.uk		
Wards:	All		

1. REASON FOR REPORT

- 1.1 The contract for provision of Holiday and Saturday Short Breaks for Disabled Children was originally awarded to Riverside School in May 2010 following competitive tender. The purpose of this service is to provide meaningful and fulfilling activities for children and young people with a range of disabilities, while offering valuable respite for parents and carers. Studies show that Short Breaks can provide a vital preventative service for families which can support family cohesion and guard against breakdown. Further contracts were awarded in 2012, 2015 and 2018 via exemption to competitive tendering due to the specialist nature of the service, with a cumulative value to date of over £1m. The current contract extension period commenced on **1 April 2021** and is due to end on **31 March 2023** with all existing contractual options to extend further exhausted. The estimated annual value of the current contract is **£196,057 p.a.**, with a whole life value, inclusive of the extension options used, of **£968,753**
- 1.2 In order to ensure a timely recommissioning of this service, for a vulnerable cohort of children and young people with disabilities and their families, it is proposed to reprocure this service during 2022 at an estimated annual value of **£196,057 p.a.** It is further proposed to offer an initial contract term of three years with two options to extend for periods of up to two years each, making a whole life contract term of seven years if both extension clauses are utilised. This would mean that the full potential contract term would be for seven years from **1 April 2023 – 31 March 2030**. The approximate full life value of the service would consequently be **£1,372,399**.

2. RECOMMENDATION(S)

- 2.1 Executive is recommended to approve the procurement strategy outlined in this report for a new contract for a Weekend and Holiday Short Breaks Service for Children with Disabilities. It is proposed that the service will have an estimated annual value of **£196,057 p.a.** If the initial term (3 years) and both extension clauses (2 years + 2 years) are utilised, the approximate full life value of the service would be **£1,372,399**. The new contract would commence on **1 April 2023** and terminate on **31 March 2030**.
- 2.2 Executive is recommended to note that the results of the Prior Information Notice (PIN) that has been sent to providers, and further consideration of the risks to the service inherent in a formal tender for the continuation of the Holiday and Saturday Short Breaks service will be considered and a Gateway 1 seeking approval for the preferred procurement route will be presented at a later date.

Impact on Vulnerable Adults and Children

1. Summary of Impact: As well as providing meaningful, fulfilling activities for children and young people with Special Educational Needs and Disabilities (SEND) and respite for parents and carers, Short Breaks play a vital role in family cohesion and support. Short Breaks are important as a preventative service, without which an increased number of children and young people with SEND are more likely to be subject to care orders when families are unable to continue to fulfil their caring responsibilities due to the physical, mental and emotional strain of the role.
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Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People
-

Financial

1. Cost of proposal: Estimated Cost: **£1,372,399** over seven years.
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: Group Based Short Breaks/Safeguarding and Care Planning West
 4. Total current annual budget for this head: **£197k** (for 2021-23)
 5. Source of funding: Revenue
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Personnel

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable
-

Procurement

1. Summary of Procurement Implications: Formal tender for contracted service for up to seven years
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 160+ CYP
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 The current service operates for 22 Saturdays per year and for 25-30 days during summer, Easter, Christmas and February half-term school holidays. Children and young people who are able to access the scheme are typically allocated anywhere between 6 days to 35 days per year. As a general principle, younger children who are just starting on the scheme are allocated fewer days to start with, as their allocation is expected to grow over time as they get older. The maximum allocation in the past year of the service has been 35 days for a small number of older children with very high needs. The current service can support children from the age of 8 to 18 years old. Eligibility for the service is only via referral from the Children's Disability Service and is only for children whose needs reach the social care threshold, given the specialist nature of the service.
- 3.2 The current service provides a wide range of activities tailored for individual children's needs including many different sports, arts and crafts and trips out to a number of different venues. Please see Appendix 3 for a list of some of the recent activities offered by the service.
- 3.3 There are wider Children's Disability Service (CDS) plans to develop a more specialised and diversified offer, which is expected to include a high needs service which is aimed at children and young people with behaviour that challenges services. This will be under a separate contract via the proposed Short Breaks framework. There are around 25 young people currently reaching the service threshold whose needs fit this category. This type of service is expected to relieve some pressure on the demand for the current service.
- 3.4 Additionally there is also an intention to develop 16-25 age Short Breaks services via the framework which could also provide an alternative service for some of the older users of the Saturday and Holiday Short Breaks service.
- 3.5 The proposal to recommission this service will help to fulfil one of the five key priorities of [Making Bromley Even Better 2021-31](#); 'For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.' In seeking best value as well as the highest quality of provision this proposal will also support another key priority; 'To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.'

4. SUMMARY OF THE BUSINESS CASE

- 4.1 There are approximately 400 Children and Young people with Disabilities in Bromley whose needs are sufficiently high to reach the social care threshold and are therefore eligible for a service from the Children with Disabilities Team. There are an estimated 6,000 children and young people with SEND in Bromley and over 3,000 children and young people with an Education, Health and Care Plan (EHCP).
- 4.2 The Saturday and Holiday Clubs to be recommissioned have been run by Riverside School since June 2010. Demand for places continues to exceed the number of places available. Most families benefit from 2-3 Saturdays per each half of school terms during the year and 1 or 2 days per week of operation during the holidays. Additional days are accommodated where possible for families in the greatest need, especially where such respite could help to support the family and avoid crisis which could lead to young people requiring out of Borough or residential placements. The scheme is wholly funded by the contract with no direct charge to service users. The service is only able to run for three weeks during the summer.
- 4.3 The current service is very successfully meeting needs, but it is limited in the amount of days on which it can run and by the physical limits of the school site. One of the elements which maintains the high quality of the service is the presence of school staff who are prepared to work during school holidays and weekends, but like anyone else, they require time off in order to avoid burn-out. Similarly although it would extend capacity to be able to operate on another site, for instance, Riverside Beckenham, this has not a viable option to date. Safety is of course a paramount concern and it has been felt that in terms of management capacity this could not be adequately maintained over two sites. It has also been

challenging to try to recruit enough suitably qualified staff, even with additional capacity drawn from outside of the school staff.

- 4.4 In order to attempt to address these issues, a new approach is to be taken regarding this procurement. Rather than only tendering for a complete solution from one provider, it is proposed that the Holiday and Weekend Short Breaks tender will be composed of Lots as follows:
- 4.5
- 1) Provider Lot: This will include staffing and management of the Short Breaks provision.
 - 2) Venue Lot: This will entail providing a safe and suitable venue with caretaker support as required
 - 3) Provider and Venue Lot: This will include provision of both 1) and 2) as detailed above.
- 4.6 It will then be possible for commissioners and service leads to determine the approximate amount and level of resources available to support Short Breaks in the borough. It is hoped that this approach will stimulate the market and reach potential school, college and community service providers in the Bromley area.
- 4.7 This procurement approach will also give commissioners the potential to consider the most economically advantageous elements of a Short Breaks service in each Lot.
- 4.8 There could be advantages in spreading provision across a variety of locations, possibly in collaboration with more than one organisation. Initial discussions with the current provider and other specialist providers indicates a potential willingness to share expertise and leadership in order to facilitate this development, but this approach also carries significant risks in terms of potentially increasing management and overhead costs and the potential need for providers to adapt services to a space which is not purpose built for this client group, unlike the current venue.
- 4.9 This also raises the issue of how the current level of nursing support could be maintained with a less centralised model of provision. The current provider is able to offer this support as part of the service package at no extra cost to commissioners, due to the existing NHS South East London CCG Bromley funded nursing service provided to Riverside school. Whether this could be replicated elsewhere would need further discussion and may depend on whether a potential venue is able to benefit from a similar arrangement, as a small number of special schools do currently.
- 4.10 A further potential risk stems from the high degree of parental satisfaction with the current service. The knowledge that the service may be tendered out and potentially result in a new provider and service model may cause concern among families that trust and rely on the current service to meet the needs of their children, some of which are very complex. Additionally, the service has built up a great deal of local systemic knowledge and the service is very well embedded within the overall CDS/SEND offer in Bromley. New providers, however skilled and knowledgeable on best practice for working with children with SEND, would take time to build up to the current high level of service quality and synchronicity with other parts of the SEND system in Bromley.
- 4.11 A Project Initiation Notice (PIN) has been issued to give potential providers advance warning of the tender and potentially to stimulate interest in bidding for the service. To date sixteen providers have viewed the PIN, including some from large national providers, although it remains to be seen whether any of these are likely to translate into actual bids should a formal tender be launched. Two providers have responded to the request to return the Soft Market Testing Questionnaire (SMTQ) which was included with the PIN. One of the responses queried the effectiveness of a Lot based strategy as outlined in 4.4 and 4.5 above.

5 SERVICE PROFILE/DATA ANALYSIS

- 5.1. The current service is able to take advantage of school resources in terms of both the purpose built physical space and the specialist skills of staff employed by the school during term times. Staff and children and young people also benefit from existing relationships formed during school time. However, it is important to note that the service also accepts referrals for children who attend other schools as well as their own. During the year 2019-20, the scheme was attended by 147 children and young

people from 16 different schools and units. 128 children and young people attended the scheme between April and August 2021. See Appendix 3 for a list of activities undertaken in recent years.

- 5.2 Dedicated, full-time nursing staff, commissioned by Bromley CCG and employed by the school, are also available to support children attending the service, which ensures that children with a wide range of medical needs can be supported to enjoy activities safely, and that parents and carers can have peace of mind that a suitable level of skills and experience are available throughout each day attended.
- 5.3 See Appendix 1 for the complete contract and pricing history of the current service

6 OPTIONS APPRAISAL

- 6.1 Option 1: Test the market with a full open tender. In light of the current service being delivered by the incumbent provider for over a decade, and the service limitations noted in 4.3 above, it is proposed that, as part of the overall service drive to develop and improve the current Short Breaks offer, the contract for this service should be subject to full market competition following a period of co-production and market engagement.
- 6.2 Option 2: Bring the service in house. While this option might provide a greater degree of council involvement and influence on this service, the recruitment, overhead and management costs of internalising the service are likely to be prohibitive and may also expose the council to TUPE liabilities for staff in the existing service. For these reasons this option is not recommended.
- 6.3 Option 3: Do Nothing. The current contract terminates on 31st March 2023. Failure to renew this contract would leave a considerable number of families without the support they need and is likely to increase the numbers of families in crisis. It would also pose a risk to the reputation of the Bromley Autism Partnership and the council generally in relation to ensuring a robust short breaks offer in accordance with the Breaks for Carers of Disabled Children Regulations 2011 and other legislation (section 8 below). Another likely outcome would be an increase in the use of personal assistants to support families at a higher cost and an increase in social isolation for vulnerable children and young people. For these reasons this option is not recommended.
- 6.4 Option 4: Two Stage Process - A Project Initiation Notice (PIN) has been issued in order to engage with the market for any possible providers including local schools and other educational settings. Based on the previous experience of tendering for this service and of more recent tenders for childrens' disability services, it is uncertain whether there will be many credible alternatives to the current provider available from the market. Therefore, depending on the response to the PIN and further discussions with LBB service leads, it may be prudent to take the decision, in accordance with Reg. 32 of the Public Contract Regulations 2015, that it would not be justifiable to continue with the officer time and expense entailed in a tender for the service if it will not generate sufficient competition or produce a service that is as good or better than the current service provision. Instead, a direct award to the current provider, via a negotiated procedure, could be expedited relatively quickly, with governance via a further gateway report to explain the circumstances of the award. Should there be sufficient interest in the tender, then Option 1 above could be followed. **This is the recommended option.**

6.5 PREFERRED OPTION

- 6.5.1 The preferred option is 6.4, Option 4 – Two stage process using a PIN to decide whether a full tender is justified.. This will enable the council to ensure that it has made sufficient effort to engage the market in search of the best quality and best value provision available, without committing itself to a lengthy tender for minimal reward.

7 MARKET CONSIDERATIONS

- 7.1 There are other potential Short Breaks providers in the local, regional and national market. However, the features that make the current service as successful as it is include staff with a developed knowledge of the children and young people with whom they are working, and a specially adapted permanent site with which they are familiar.
- 7.2 As part of an ongoing review of Short Breaks provision, the current service has been tested for value for money by reviewing it against the unit costs of other comparable services. The average figure for a days attendance at the service is **£117.27**. When considering the high level of complexity of both medical and behavioural needs that the service is able to accommodate, and the high level of quality achieved by the service, this is considered to be a very competitive daily rate.
- 7.3 The tender will seek to achieve the same high quality service and the best possible price, (60/40 Price/Quality) and commissioners will apply the Prior Information Notice (PIN) process via the procurement portal to engage potential providers. Commissioners will also alert and work with Community Links Bromley and Bromley Well to engage the voluntary sector and schools fora in order to maximise competition.
- 7.4 Given that the service will potentially run for seven years until 2030 it is very likely that, given the rising levels of demand and complexity observed for specialist children’s services and overall population pressures expected, a growth bid will be required during this period in order to ensure that the service remains appropriately resourced throughout the life of the proposed contract term.
- 7.5 The following Bromley SEND population projection table (produced by the Head of Corporate Programmes (Demand Management)) indicates that the 0-25 population needing a specialist intervention, with EHCP numbers as an indicator, is likely to grow considerably during the initial contract term.

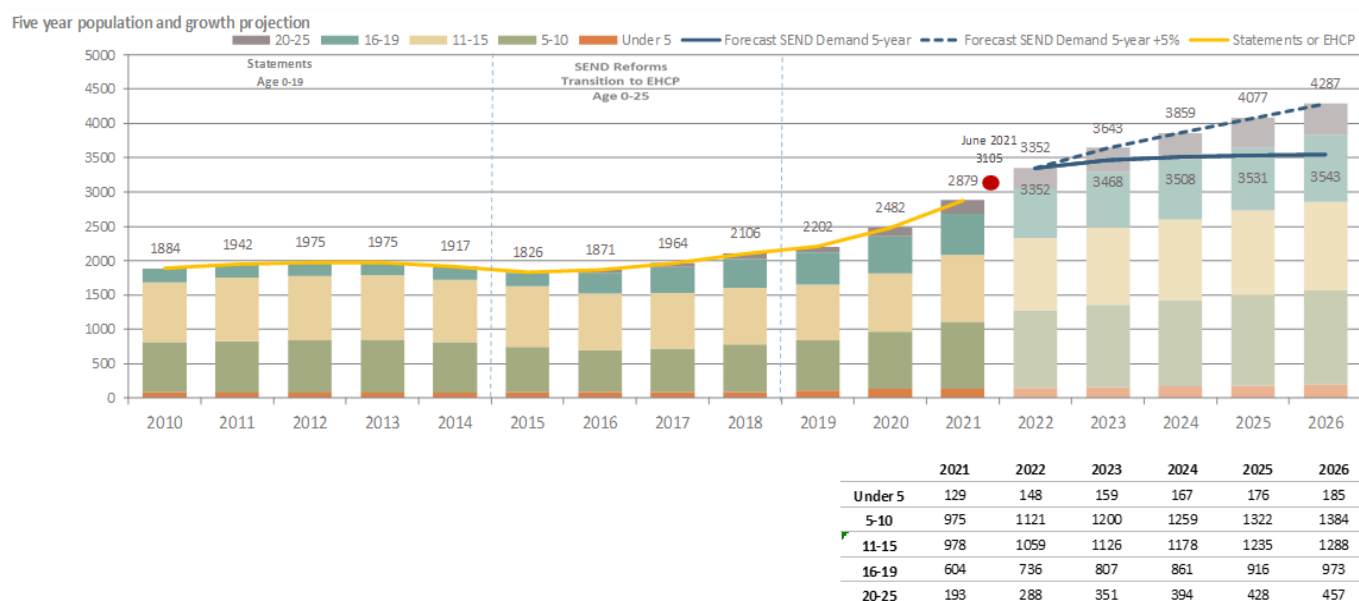


Fig 1. SEND Population Growth Projection 2021 - 2026

8. STAKEHOLDER ENGAGEMENT

- 8.1 The current service regularly receives very positive feedback from parents and children. The service is assiduous in communicating with families, referrers and other relevant practitioners, giving daily written

updates to parents for all days when their children have attended the service. Being embedded in the school as the service is, it is able to make really valuable contribution to the overall system in supporting children to stay safe and reach development goals.

- 8.2 A program of co-production is to be undertaken during the spring in order to ensure that service users views have been taken into account when commissioning the service. Bromley Children and Families Forum, Bromley Parents Voice and Your Voice in Health and Social Care are expected to be involved in supporting families to have their voices heard about this service.

9. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS

9.1 **Estimated Contract Value – £1,372,399**

9.2 **Other Associated Costs – N/A**

9.3 **Proposed Contract Period – Seven Years (If extension options are utilised).**

9.4 **Proposed Project Timescale:** A summary timescale is provided below. See Appendix 2 for the full project timescale

Activity	By Whom	By When
GW1 Proceeding to Procurement: Executive Sign-Off	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Leader of the Council	24 March 2022
Market Engagement, Co-Production. Tender Documents Produced	LBB/CCG Procurement/ Commissioners/ Service Leads	April – June 2022
Tender Go Live	LBB/CCG Commissioners/ Procurement	July 2022
Tender Closing Date	Potential Providers/ LBB/CCG Commissioners/ Procurement/ Service Leads	August 2022
GW2 Contract Award Approval	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Chief Officer	October 2022
Contract Award Date	LBB/CCG Commissioners/ Procurement/ Service Leads	November 2022
Contract Mobilisation Completion	LBB/CCG Commissioners/Provider(s)	March 2023
Contract Commencement Date	LBB/CCG Commissioners/ Procurement/ Successful Provider(s)	1 April 2023

10. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 10.1 As well as providing meaningful, fulfilling activities for children and young people with SEND and respite for parents and carers, Short Breaks have been shown to play a vital role in family cohesion and support. Many parents have reported that Short Breaks, particularly overnight respite, are vital in allowing them time away from their caring responsibilities. In this sense, Short Breaks are incredibly important as a preventative service, without which an increased number of children and young people with SEND are more likely to be subject to care orders when families are unable to continue to fulfil their caring responsibilities due to the physical, mental and emotional strain of the role.
- 10.2 An Equalities Impact Assessment has been completed and the outcome is Equality Neutral.
- 10.3 This service will potentially bring social value and stimulate the local economy by offering work experience opportunities, apprenticeships and liaising with schools and colleagues to promote caring as a career. The provider will also support the LBB carbon neutrality priority.

11. POLICY CONSIDERATIONS

11.1 National Policies

- 11.1.1 Breaks for Carers of Disabled Children Regulations 2011
- 11.1.2 Children and Families Act 2014
- 11.1.3 Carers Act 2014
- 11.1.4 SEND Code of Practice 2015

11.2 Local Policies

- 11.2.1 Making Bromley Even Better (corporate strategy) 2021 - 31
- 11.2.2 Joint SEND Strategic Vision and Priorities 2019-22
- 11.2.3 LBB ECHS Portfolio Plan 2018-22
- 11.2.4 LBB Children and Young Peoples Plan 2018-21

12. IT AND GDPR CONSIDERATIONS

- 12.1 All documentation and processes were reviewed and amended (where required) when GDPR regulations were introduced. The successful bidder will continue to ensure compliance with regulations.

13. PROCUREMENT RULES

- 13.1 This report seeks authorisation to proceed to procurement for a Short Breaks Services contract in July 2022, subject to the outcome of a PIN which has been published with a closing date of 04/03/2022 to gauge market interest. The proposed initial contract duration is three years with options to extend by a further four years on a 2 + 2 year basis (seven years in total if all extensions are utilised). The annual estimated cost of the contract is £196k with a total value if it runs the full number of years proposed including extensions will be £1.4m. It is proposed the requirements will be divided into "Lots" as suggested at 4.5 above for which further documents such as appropriate Specification and pricing schedules will be developed and communicated in tendering documents.
- 13.2 The procurement process to be used, in the event of proceeding to full tender, will be disclosed in the Gateway 1 document. However, for a contract of this value which is above the threshold of a Light Touch regime as this service is, there will be flexibility on whichever tender process is used.
- 13.3 Health, social and related services are covered by Schedule 3 of the Public Contracts Regulations 2015, and thus any tender would be subject to the application of the "Light Touch" regime (LTR) under those regulations. This procurement is above the threshold where it is deemed LTR services would be likely to be of cross border interest. Relevant advertisements will be placed in both Find a Tender Service (FiTS) and Contracts Finder as it is a requirement to advertise above threshold tenders in FiTs and any tender above £25 in Contracts Finder. The procurement must also comply with the 2015 Public Contracts Regulations Treaty principles of transparency and equal treatment.
- 13.4 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain the approval of the Portfolio Holder following the formal Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 13.5 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), if this proceeds to full tender, this procurement must be carried out using the Council's e-procurement system.
- 13.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

14. FINANCIAL CONSIDERATIONS

- 14.1 The current contract value is £196k per annum. The proposal is to relet the contract for up to seven years (3+2+2) with a proposed cumulative value of £1,372k.
- 14.2 There is sufficient budget within the service to contain a contract of this size.
- 14.3 Any issues regarding growth will have to be addressed in future reports to the Executive, once further work has been carried out regarding potential demand and costs. Growth would need to be agreed by the Executive as part of the Medium Term Financial Strategy.

15. PERSONNEL CONSIDERATIONS

- 15.1 N/A

16. LEGAL CONSIDERATIONS

- 16.1 The Council has the power to receive and spend any Government Grant outlined in this report. The Council has various legal/statutory duties and powers for the provision of vulnerable children and young people with disabilities and their families which is reflected in the 'National Policies' as per Clause 8.1 and 'Local Policies' as per 8.2 of the Report. In furtherance of these powers, the Council has the legal power to enter into a new Contract for a Weekend and Holiday Short Breaks Service and may also provide and commission through the services outlined in this report.
- 16.2 This Report seeks approval to proceed to procurement for a new Contract for a Weekend and Holiday Short Breaks service for the provision of children with disabilities. The current Contract period commenced on 01.04.21 and is due to expire on 31.03.23 (which had all options to extend further exhausted). It is further proposed that if the initial 3 year term and both extension clauses (2 +2) years are utilised (i.e over a 7 year period), the proposed Contract period would commence from 01.04.23 till 31.03.30. The estimated annual value of the current Contract is £196,057. The whole life cost of the Contract (inclusive of all extension options over a 7 year period) is £1,372,399.
- 16.3 Under the Public Procurement Regulations 2015, the Council can also consider the use of the Light Touch Regime for specific health and social care related services. Hence, this Contract can be awarded as an over-threshold contract accordingly under the Light Touch regime.
- 16.4 Under the Council's Contract Procedure Rules, the Council's requirement for Proceeding to Procurement is in accordance to CPR 1.3 where advice should be sought from the Procurement Team, Legal Services (Contracts) and the relevant Head of Finance for any procurement with a value of £5k or over. Advice should also be sought from Human Resources, Information Technology and Strategic Property as required. In addition, the formal advice of the Assistant Director Governance and Contracts, the Director of Corporate Services and the Director of Finance must be sought for a Contract where the total value exceeds £100k.
- 16.5 The decision to commence an award of this value of the Contract and authorisation for such procurement actions are at the approval of the Executive (who is recommended to delegate the authority to approve the contract award, via Gateway 2 report following the completion of the tender in late 2022, to the Chief Officer-Director of Children, Education and Families), in consultation with the Portfolio Holder and subject to agreement of the Assistant Director of Governance and Contracts, the Director of Corporate Services and the Director of Finance for a Contract of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 16.6 In accordance to 3.6.1 of the Council's Contract Procedure Rules, all Officers are required to make use of the Council's eProcurement System when carrying out any Contracting activity which has an estimated value of £5,000 and above, unless otherwise agreed with the Head of Procurement.

- 16.7 For a Contract holding a threshold value over 25k, a Contract award notice will need to be published via Contracts Finder within 30 days of awarding the Contract.
- 16.8 The Contract can be awarded in accordance with the Council's Contract Procedure Rules and the Public Procurement Regulations 2015. Officers should ensure they comply with all Grant conditions.

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	[Title of document and date]

Appendix 1

Service Contract and Pricing History 2010 - 2023

Date	Contract type	Value (p.a. unless stated)	Total Value
1 April 2010 to March 2012 (option to extend)	Open market tender - Service Level Agreement	£238,405	£476,810
1 April 2012 to 31 March 2014	Awarded on basis of exemption	£249,004	£498,008
1 April 2014 to 30 September 2014	Awarded on basis of extension	£113,937 (6 months, inc summer holiday)	£113,937
1 October 2014 to 31 March 2015	Further contract extension	£79,917 (6 months exc. Summer holiday)	£79,917
1 April 2015 to 31 March 2018	Awarded on the basis of an exemption for 3 years until March 2018	£171,493	£514,479
1 April 2018 to 31 March 2021	Awarded on the basis of an exemption for 3 years + 2 years optional extension until March 2021	£192,213	£576,639
1 April 2021 to 31 March 2023	2 years optional extension with 2% uplift utilised until March 2023	£196,057	£392,114
	Current Contract (Whole Life Value inc. Extension)		£968,753
	Total Service Cumulative Value (at Contract End)		£2,651,904

Fig.2 Riverside Short Breaks Service Contract and Pricing History 2010 - 2023

Appendix 2 - Full Project Timescale 2022-23

GW0 Options Paper: Draft Report to Head of Service, Community Living Commissioning	Integrated Strategic Commissioner	19/1/2022
GW0:Options Paper: Draft Report to AD Integrated Commissioning	Integrated Strategic Commissioner	24/1/2022
Prior Information Notice (PIN) to be issued	Integrated Strategic Commissioner. Procurement	February 2022
GW0: Options Paper: CEF SLT Dispatch	Integrated Strategic Commissioner, Legal, Finance & Procurement	14/02/2022
GW0: Options Paper: CEF SLT Sign-off	Integrated Strategic Commissioner, SLT Members	17/02/2022
GW0 : Options Paper Comments on report received	Legal, Finance & Procurement	02/03/2022
GW0: Options Paper: CEF PDS Dispatch	Integrated Strategic Commissioner/Service Leads/Procurement	04/03/2022
GW0: Options Paper: CEF PDS Meeting	Integrated Strategic Commissioner/Service Leads/Procurement	15/03/2022
GW0:Options Paper: Executive Sign-Off	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Leader of the Council	24/03/2022
Co-production with service users and service leads	Integrated Strategic Commissioner/Service Leads/Service Users	March – April 2022
Draft Tender Documents produced (If Applicable)	LBB/CCG Procurement/ Commissioners/ Service Leads	April 2022
Pre-Tender Market Engagement	LBB/CCG Commissioners/ Service Leads/Providers	May 2022
Contract, Service and Delivery Model, Tender Plan & Documents Co- Produced.	LBB/CCG Commissioners Procurement, Legal, Finance / Service Leads/YP/Providers/BPV	June 2022
Tender Go Live (If Applicable)	LBB/CCG Commissioners/ Procurement	July 2022
Documents made available from	LBB/CCG Commissioners/ Procurement	1 July 2022
Closing date for clarification questions	LBB/CCG Commissioners/ Procurement	12 Noon on 29 July 2022
Closing date for Return of Tenders	LBB Procurement	12 Noon on 5 August 2022
Evaluation of submitted tenders	LBB/CCG Commissioners/ Procurement/Legal/Finance/Service Leads	Week commencing 8 August – Week commencing 29 August 2022
Clarification Interviews (if required)	LBB/CCG Commissioners/ Procurement/ Service Leads	September 2022
Draft GW2 Contract Award	LBB/CCG Commissioners	September 2022
GW2 Contract Award Agreed	Executive Committee / LBB/CCG Commissioners/ Procurement/Legal/Finance/Service Leads	September / October 2022
Anticipated date to advise Tenderers	LBB Procurement	Week commencing 7 November 2022
Anticipated Standstill Period	LBB Procurement	Ends Week commencing 14 November 2022

Anticipated Award date	LBB Procurement	Week commencing 21 November 2022
Contract Mobilisation Start	LBB/CCG Commissioners/ Successful Provider(s)	December 2022
Contract Mobilisation Completion	LBB/CCG Commissioners/Provider(s)	March 2023
Contract Commencement Date	LBB/CCG Commissioners/ Procurement/ Successful Provider(s)	01/04/2023

Appendix 3

Saturday and Holiday Club Activities

With the use of school facilities and minibuses, all attendees have been able to benefit from:

Swimming	Party/discos
Trampoline	Pizza club
Soft play	Films Clubs
Bouncy Castle	World cup football competitions
Cookery	Board games
Willy Wonka seaside day	Breakfast Club
Water Disco	Costume Making for our Carnival
Sports day	Foam parties
Wii games	European Championship Football
Willy Wonka Carnival week	Seaside/Water sport
Art-Including amazing carnival outfits	Ice cream van visits
Ice skating trips	Alfresco Burger and chips day
Starlight and sensory room and trolley	Limbo dancing
ELLIE Room	500 water balloons fun day
Multiplay, swing and outside areas	Reggae day
Music therapy	Relaxation
Drumming	Ball Pit
Peter Pan Panto show	Friendship building
Sand and water play	Chicken and Veggie kebab day
Messy Play	Easter egg hunts
Outside ball games and bikes	Cake competitions
Dressing up	

Visits included: Walk to McDonalds; Nugent Centre and local shops; Adventure playground in the park; Visit to Pets at home; Ice skating and Ruxley Manor Garden Centre.