

Above-OJEU Procurement Initiation Document (PID)

Please note: completion and submission of a PID to STAR Procurement (STAR) prior to commencement of the procurement process is a mandatory requirement of the CPRs and provides assurance that all approvals to procure are in place. STAR will not advertise any tenders until the first draft of the PID for the project/contract requirement has been properly submitted to STAR and a member of the STAR team has discussed the requirement with the ASO.

[You can find the CPRs for your Council here](#)

Please complete sections 1–5 below and submit it to the STAR officer with whom you are dealing; or if unsure, submit to procurement@star-procurement.gov.uk and a member of the STAR team will contact the Authorised Service Officer (ASO) to discuss the content of the form. The more fully you complete these sections the easier it will be to process the document, so please provide as much information as possible.

If you are unsure about any information requested, please liaise with the STAR officer with whom you are dealing. If you do not know who to speak to at STAR, refer to the STAR [structure chart](#) which sets out who in STAR deals with which areas of the Council's business.

Section 1: Key Contact Details (To be completed by the ASO)			
Council	Tameside	Directorate	Population Health
Contract Owner (CO):	Charlotte Lee	Service:	Health Improvement
Job Title:	Population Health Programme Officer	Telephone:	0161 342 4136
e-mail:	Charlotte.lee@tameside.gov.uk	Budget Holder Details:	As above
Head of Service Details:	Debbie Watson	Project Manager Details (if different from CO):	Nick Ellwood
Section 2: Project / Contract Details (To be completed by the ASO)			
Project Title	Tender for the provision of a Children and Young People's Emotional and Counselling Wellbeing Service		
Type of Contract	Services (Social Care Related)	Cost Code(s)	Click here to enter text.
Total Value of Contract	£542,500	Annual Value of Contract	£108,500
Proposed Contract Start Date	01/10/2019	Proposed Contract End Date	30/09/2024
Extension Option(s)	A five year contract is required	Is this a Key Decision	No
Is the procurement being run on behalf of other authorities / councils?	No	Governance Arrangements	Other
Description of Project / Initiative / Contract	Provision of a Young Peoples Emotional Wellbeing and Counselling Service		

Above-OJEU Procurement Initiation Document (PID)

<p>Objectives to be achieved</p>	<p>(Please summarise the main objectives of the project, linking to Council / Corporate Priorities where possible)</p> <p>The Service will be required to develop and deliver a service which is underpinned by the following key objectives:</p> <p>To provide and maintain an independent, free, accessible and confidential emotional wellbeing service that will support personal wellbeing and promote good mental health amongst young people aged 10 – 25 years who live in Tameside.</p> <p>To deliver a service that is evidence based.</p> <p>To align service delivery to the THRIVE Framework.</p> <p>To reflect the needs of local young people as well as the national strategic context.</p> <p>To ensure the needs of particular vulnerable groups and groups covered under the core equality strands are met; e.g. young people who self-harm, have body image issues, feel bullied, need sexual health and gender-specific support, Young people with learning disabilities/difficulties, looked after children.</p> <p>To continually develop through co-design with Service Users, their families, and specialist local service providers.</p> <p>To develop a whole system approach that encompasses a universal and targeted service e.g. on-line and face to face support, or a combination of both.</p> <p>To work in close partnership with Healthy Young Minds, the Adult Mental Health Service (Healthy Minds Service) and the community/ 3rd sector offer to ensure smooth transition/ step up and step down of young people to and from specialist provision.</p> <p>To collect relevant patient information to inform activity and outcomes, and submit on a monthly basis to the Mental Health Services Data Set.</p> <p>To contribute to the improvement of the emotional wellbeing and resilience of Tameside young people aged 10 – 25 years.</p>
<p>Section 3: Background to the Project / Contract (To be completed by the ASO)</p>	
<p>Current Contractual Position</p>	<p>(Please give details of the current / previous agreement including contractor, agreement value, procurement procedure undertaken and expiration date.)</p> <p>Following a competitive procurement process the original contract commenced on the 1 October 2015 for a two year period with provision to extend for up to an additional two year period. Authorisation to extend was sought via a waiver decision and ends on 30 September 2019. A new service will need to be procured via an open competitive process with a new budget envelope that is yet to be determined</p>

Above-OJEU Procurement Initiation Document (PID)

Authority to procure	<p>(Please provide details of the authority to procure and ensure that the relevant authorising documentation is embedded in section4 of this PID)</p> <p>Authority to procure will need to be sought via the councils Senior Leadership Team and the Intergrated Strategic Commissioning Board.</p>	
Market Conditions	<p>(Please describe the perceived current market conditions [e.g. highly competitive, monopolistic, many players etc.])</p> <p>The last tender we only received two compliant bids, we are hoping that we receive at least 3 compliant bids for the new tender.</p>	
	Will there be significant impacts in changing supplier should the supplier go into receivership (i.e. how easy is it to change supplier?)	Yes
	Will there be significant supply / delivery impacts if the products become unavailable? (i.e. how easy is it to change prodcuts?)	N/A
Social Value	<p>The Chief Executives of Stockport, Trafford and Rochdale Council's have signed up to the Greater Manchester Social Value Framework. Please confirm what Social Value options have been considered and how you intend to approach their delivery through this contract. You can find further information here in the GMCA Social Value Policy</p> <p>As per the Public Services (Social Value) Act (2012), the Provider will acknowledge the requirement to consider Social Value within the heart of the Service and implement initiatives over the life of the contract that may generate self-sufficient and sustainable benefits to the local community, society and the economy, in particular the local economy, whilst minimising damage to the environment. Some of these initiatives may include: To continually develop through co-design with Service Users, their families, and specialist local service providers. To develop a whole system approach that encompasses a universal and targeted service e.g. on-line and face to face support, or a combination of both. The Service should be committed to the growth of mutual aid, peer support and Service User participation.</p>	
Personnel / Staffing Matters	Will TUPE apply to the resulting contract / agreement?	Yes
	Is this service currently supplied internally by the Council?	No
	If yes, are there any pension implications for the Council?	N/A
	Where TUPE applies, have you discussed with the SRO for HR and the SRO for Legal as required by Rule 6.2.2 of the CPRs?	Choose an item.
	Is the service currently supplied by a third party to the Council?	Choose an item.
	If TUPE applies, have you obtained the relevant details with which to publish with the tender documentation?	Yes
	<p>(Provide any other details you consider appropriate)</p> <p>Click here to enter text.</p>	
Options Appraisal	<p>(Please describe what various options have been considered to date in relation to this project / contract including whether there is a need to procure this requirement)</p>	

Above-OJEU Procurement Initiation Document (PID)

	<p>The following options have been considered and discounted for the reasons stated below:-</p> <p>End contract and amalgamate the service with other services/contracts. Due to the specific nature of this service, it would be extremely difficult to undertake any form of amalgamation with other services/contracts as it was felt that the elements of the service could easily be consumed and the success of the service suffer as a result. It would be difficult to purchase the individual elements of the service for the financial commitment that is already provided, as outlined above.</p> <p>End contract and re-tender; this is the preferred and required option given that the contract will end on the 30 September 2019.</p> <p>Extend contract on renegotiated terms; the current contract price is very low in terms of the significance of this work and reflects value for money. To reduce the current contract price would seriously jeopardise the service as the supplier would find it difficult to deliver the same levels of support.</p> <p>Extend contract on current terms; this is not an option under PSO's given that the contract ends on the 30 September 2019.</p>	
Grant Funding	<p>Does this project / contract make use of any Grant Funding?</p> <p>If yes, are there any constraints in terms of the procurement exercise, or additional rules that must be observed so as not to put the grant funding at risk?</p> <p>If Yes, is the grant from ERDF or direct from the European Union?</p> <p>(Provide any other details as you consider appropriate)</p> <p>Click here to enter text.</p>	<p>No</p> <p>N/A</p> <p>N/A</p>
Data Protection	<p>1. Will this project/contract involve the recording, managing and/or processing of personal data?</p> <p>If you have answered No to Question 1, please ignore Questions 2-4. If you have answered Yes to Question 1, it is possible that your proposed Contract/Framework Agreement may involve sharing with a third party supplier, personal information for which you will ultimately retain responsibility. It is your responsibility to seek advice from the Council's Information Governance Team in respect of your obligations regarding the protection of any data that is shared with any third party organisation</p> <p>2. Please confirm that you have contacted your Information Governance Team and sought specific advice from them in respect of this Contract/Framework Agreement</p>	<p>Yes</p> <p>Yes</p>

Above-OJEU Procurement Initiation Document (PID)



	3. If you have answered Yes to Question 2, are you in receipt of specific advice from your Information Governance Team which needs to be incorporated into the Specification and/or the Terms and Conditions of Contract/Framework Agreement?		Yes
	4. If you have answered No to Question 2, can you confirm that you will fully address matters concerning the holding and/or processing of personal data in the Specification and/or the Terms and Conditions of Contract/Framework Agreement, not least of which ensuring that any data will not leave the European Economic Area?		N/A
	(Provide any other details as you consider appropriate) A Data Protection Impact Assessment will be completed in relation to the successful supplier – this will need to be completed following contract award.		
Safeguarding	Do you consider that there will be safeguarding implications for this contract?	Yes	
Governance Arrangements	Please provide details of the Governance Arrangements you have identified in Section 2 above to mitigate the financial risks to the contracting authority?	Click here to enter text.	
Section 4(a): Market Engagement (To be completed by ASO)			
Have local/GM suppliers been identified? I.e. through current market knowledge, The Chest or a further research via the internet or other methods.			Yes
If Yes please supply details of suppliers here:			
If No, has market engagement been considered?			No
If Yes, what market engagement is being considered?	Choose an item.	Choose an item.	Choose an item.
If No please provide sufficient evidence to support this decision so that a Head of Strategic Procurement can review.			

Above-OJEU Procurement Initiation Document (PID)

Section 4(b): Supporting Information (To be completed by the ASO)				
Where available, please embed the following documentation or provide appropriate links:				
Evidence of market testing undertaken	Executive/ Directors/ Business Reports, or Associated Business Case, or Key Decision Approval	Other documents you believe necessary to support your request	Associated Partnership Collaborations/ Memorandum of Understanding etc.	Any Social Value work already undertaken (including relevant Consultations)

Section 5: Financial and Benefits Realisation (To be completed by the ASO and a Finance Manager)			
	Revenue	Capital	Grant Funded
Budget Allocation – detail the budget allocated to this project / contract Budget code(s) to be listed	£108,500 per annum Click here to enter text.	£0 Click here to enter text.	£0 Click here to enter text.
Current Budgetary Pressures – detail any budgetary pressures that currently exist and overspend figures	The annual budget allocation includes an additional sum of £17,000 (to the existing annual contract value) that has been identified via savings within the Population Health Directorate budget.		
Other Efficiency Gains – please describe other non –cashable efficiencies expected	Click here to enter text.		
Targeted Financial Savings – total savings expected per financial year	Year 1: £Click here to enter text. Year 2: £Click here to enter text. Year 3: £Click here to enter text. Year 4: £Click here to enter text.		
Linked Savings Proposals – detail any connected savings proposals in the plan already (e.g. MTFP)	Year 1: £Click here to enter text. Year 2: £Click here to enter text. Year 3: £Click here to enter text. Year 4: £Click here to enter text.		
Method of Saving – please state the method(s) for realising any savings:	(Cost avoidance, Efficiencies, Income Generation, Rebate, Top Slicing, Other, N/A) Click here to enter text.		
Section 6: Tender and Other Identified Additional Savings (To be completed by the APO)			
Section 6 should be completed by STAR to identify any further savings opportunities, all detail will be discussed and agreed with the ASO in advance of completing the form and will constitute part of the sign off process.			

Above-OJEU Procurement Initiation Document (PID)

Insert details of additional identified savings targets other than those shown in Section 5: (This is a target only)		Year 1: £Click here to enter text. Year 2: £Click here to enter text. Year 3: £Click here to enter text. Year 4: £Click here to enter text.
Section 7: Procurement Risk Profile & Collaboration (To be completed by the APO)		
Financial Risk Analysis	You may wish to use the embedded document here to consider the financial risks associated with this project / contract, and also information provided by the ASO in Section 3. You may use another appropriate document to show consideration of these risks, please embed this here: If you are not completing this document, please delete.	 Financial Risk Assessment Form.doc
	(Please detail any other financial risks identified) Click here to enter text.	
General Risk Analysis	(Please detail any general risks identified and mitigating actions) Click here to enter text.	
Collaboration	Does this project / contract cover requirements across more than one Council / Department If yes, have you engaged with these other potential partners?	Choose an item. Choose an item.
	(Please identify the other participating departments / Council's etc. (enter N/A if appropriate)) Click here to enter text.	
	(Please confirm what collaboration opportunities have been considered and the outcome of any relevant discussions): Click here to enter text.	
Contracts Register	(Please detail any relevant Contracts Register information (i.e. UID, previous UID, anything to note etc.)) Click here to enter text.	
Social Value	In addition to the information supplied by the ASO at Section 3, you may wish to use the embedded document here to consider the potential ways in which Social Value can be included in this project / contract and how it might best be considered in the procurement process and documentation. You may use another appropriate document to show consideration of these risks, please embed this here: If you are not completing this document, please delete.	 Social Value Considerations Form.
	(Please detail any other Social Value information of note to this requirement) Click here to enter text.	

Above-OJEU Procurement Initiation Document (PID)

	(Please detail how you shall be dealing with Social Value for this project. The below text should be copied into the appropriate cell of the PID Log) Click here to enter text.	
Governance Arrangements	Are you satisfied with that the proposed Governance Arrangements will satisfactorily mitigate the risks to the contracting authority?	Choose an item.
Social Value	In addition to the information supplied by the ASO at Section 3, you may wish to use the embedded document here to consider the potential ways in which Social Value can be included in this project / contract and how it might best be considered in the procurement process and documentation. You may use another appropriate document to show consideration of these risks, please embed this here: If you are not completing this document, please delete.	
Procurement Route	(Please detail the procurement route chosen and the reasons why, you may wish to embed a Procurement Options Appraisal document in the space provided below) Click here to enter text.	

In the below space, embed any other documentation you believe appropriate:

Section 8: Sign Off

By signing the below, I confirm that I have familiarised myself with the requirements of Rules 6 (Pre-Procurement), 8 (Tenders), and 9 (Contract Provisions and Formalities) of the CPRs and understand what is expected of me and the role between the ASO and the APO on this tender exercise:

By signing this form, you are also agreeing and confirming that you have read and agree to the risks, issues and recommendations identified in this document. By doing so, you give approval for STAR Procurement to proceed with finalising and issue-ing any tender documentation subject to any necessary Key Decision Approvals and other Executive Approvals required:

ASO Agreement:	Finance Manager Agreement (Sections 5 & 6 only)	APO Agreement:	APO Line Manager:
Click here to enter text.	Stephen Wilde	Click here to enter text.	Click here to enter text.
Click here to enter a date.	28/02/2019	Click here to enter a date.	Click here to enter a date.
Electronic Signature	Electronic Signature	Electronic Signature	Electronic Signature

Above-OJEU Procurement Initiation Document (PID)

Appendix 1 – Post Tender Award Report