

Procurement Initiation Document (PID)

Below-OJEU Threshold & Light Touch Regime Procurement

Section 1 – Contact Details

Council	Tameside MBC	Service	Operations and Neighbourhoods	
Budget Holder	Mandy Kinder	Budget Code	AS200105	
Authorised Service Officer	Ian Saxon	Job Title	Director of Operations and Neighbourhoods	
ASO Email Address	ian.saxon@tameside.gov.uk		ASO Phone	0161 342 3470

Section 2 – Current Contract

Contract UID	7180	Title	Citizens Advice Tameside		
Supplier Name (s)	Citizens Advice Tameside				
Contract Dates	Start	1 April 2018	Finish	31 March 2021	
Route to Market	Tender				

Section 3 – New Requirements

Contract Title	Provision of generalist social welfare information and advice and specialist employment advice
Description of Requirement	<p>The provider will deliver independent, impartial and confidential advice in social welfare law and debt in relation to (but not limited to):</p> <ul style="list-style-type: none"> ● Benefits & Tax Credits ● Debt ● Employment ● Health & Social Care ● Housing ● Immigration & Asylum ● Tax ● Relationship & Family ● Discrimination ● The legal system ● Consumer Goods & Services <p>The provider is also expected to provide specialist employment advice to help people to realise their rights, maintain their employment, assist with dispute resolution and will provide assistance with Employment Tribunals.</p> <p>Advice will be accessible to a wide range of individuals and communities; offered in appropriate languages and within a culture of equality and diversity. There will be a collaborative approach in working with other agencies to share what works and to support the development of more</p>


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	co-ordinated services that are responsive to local need.			
	The Provider will develop the organisation by bidding for and securing additional external funding in order to ensure that the organisation is sustainable and not entirely dependent upon Local Authority funding and to increase the social value of the organisation to the Borough.			
Contract Dates	Start	1.4.2021	Finish	31.3.2024
Estimate Value	Annual	£116,000	Total	£348,000
Confirm that you have the authority to procure Attach a copy of the authorizing document in Section 6, below				Awaiting SCB decision
Does this requirement comprise a Key Decision If Yes , please attach a copy in Section 6, below				Awaiting SCB decision
Is this requirement a collaboration with other Councils? If Yes , please attach a copy of the agreement in Section 6, below				No


Section 4 – Market Engagement

Have local/GM Suppliers been identified?		Yes
If 'Yes', please provide details of these suppliers	Citizens Advice Shelter	
If 'No' is market engagement being considered?		Yes
If 'Yes', please state what engagement is being considered	<ul style="list-style-type: none"> • Expression of Interest through soft market test 	
If 'No', please state why market engagement is not being considered (approval to be obtained from the APO)		

Section 5 – Procurement Preparation

In order to complete this section, please refer to the attached Procurement Preparation Guidance		 Below-OJEU PID - Procurement Prepara
Accreditations & Sustainability	Yes	The provider will maintain Advice Quality Standards (AQS) accreditation at the general help level for welfare benefits and debt throughout the duration of the contract. The provider will also maintain its AQS at the specialist level in relation to employment law advice throughout the duration of the contract.

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Data Protection (including GDPR)	No	The council will not be sharing any personal client data with the provider. However the provider is expected to uphold the principles of GDPR and data protection
Health & Safety	Yes	The provider will be expected to operate from a main service hub within the Borough. The current provider operates from Tameside One for which a lease agreement is in place. The provider will comply with all health and safety legislation in force and all health and safety policies of the Council.
Safeguarding Issues	No	
Insurance	Yes	Employers liability insurance and Public liability insurance must be in place. Insurances will be checked through due diligence on tender documents
TUPE	Yes	TUPE will apply
Adverse Supply Market Conditions	No	The soft market test process has shown the market not to be adverse
Grant Funding	No	
Social Value Part 1: Council Priorities	Yes	Mandatory for contracts made through TMBC The proposal aligns with the Living Well and Working Well programmes The service links into the Council's priorities for People:- <ul style="list-style-type: none"> • Improve Health and wellbeing of residents • Protect the most vulnerable • Increasing self sufficiency and resilience of individuals and families
Social Value Part 2: GMCA Priorities	Yes	GMCA priorities which are applicable: <ul style="list-style-type: none"> • Local Living Standards <ul style="list-style-type: none"> • VCSE Capacity Building & Sustainability
Social Value Part 3: Project Request Form	Yes/No	 SV Project Request Form

Section 6 – Supporting Documentation

Please embed or attach relevant documents required prior to submission of this PID to STAR Procurement	
Authority to procure From Section 3	Awaiting SCB decision

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Key Decision From Section 3	Awaiting SCB decision
Other Councils collaboration agreement From Section 3	
Any Further/Additional Documentation Please describe	

Section 7 – Financial Information

(To be completed in conjunction with the Service Finance Manager and signature / agreement obtained prior to initial submission to STAR Procurement)

Budget Allocation	Revenue £116,000 per annum for 3 years	Capital £	Grant Funding £
Targeted Financial Savings	Total savings expected per FY	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
Existing Savings Proposals	Connected savings proposals already in the Service plan	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
Finance Manager Comments			
Finance Manager Agreement	Name	Electronic Signature	Date

Section 8 – STAR Procurement Analysis of Requirements


Authorised Procurement Officer (APO) to complete

Level of Risk	Low / Medium / High (delete as appropriate)
Route to Market	Quick Quote Request for Quotation Invitation to Tender Invitation to Tender (Light Touch Regime) Call off (Internal Framework) Call off (External Framework) (delete as appropriate or state which other route has been decided)
APO Justification of Risk and Route to Market	
Procurement Lead	STAR Procurement ASO (delete as appropriate)


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Section 9 – Approvals/Sign-off

By signing the below, I confirm that I have familiarised myself with the requirements of the CPRs and understand what is expected of me in respect of procuring this new requirement. I also confirm that I have read and understood the risks and recommendations identified in this PID. I acknowledge that my signature below will give approval to STAR Procurement to proceed with the procurement of this new requirement, including the issue of tender documentation on behalf of the Council, subject to any outstanding Key Decision or other Executive Approval required.

ASO	Name Ian Saxon	Electronic Signature 	Date 28/10/20
APO	Name	Electronic Signature	Date

Section 10 - Post Tender Award Report

Contract Awarded To:				
Awarded Values:	Annual	£	Total	£
Saving Against Budget:	Annual	£	Total	£
If no saving achieved, please confirm that the SRO for Finance has confirmed additional budget				
Provide details of Social Value captured by this Award and confirm that this will be obtained from the supplier during the execution of the contract				
Social Value Contract Management Form Completed?	 SV Contract Management			
ASO	Name	Electronic Signature	Date	

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Finance Manager	Name	Electronic Signature	Date
APO	Name	Electronic Signature	Date