



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

**DELEGATED OFFICER DECISION** Sayyed Osman  
**TAKEN BY:**  
**PORTFOLIO AREA:** Adult Services and Prevention

**SUBJECT: Albion Mill - Intermediate Care - Provision of Prepared Meals Service Tender – Contract Award**

## 1. DECISION

It is recommended that the decision to award the above tender is given to the company - Apetito as they were identified as the most economical advantage tenderer in terms of quality and price and achieved the highest score by a 10 point margin.

The term of the contract will be 1 year with an option to extend for a further 1 year and the value of the tender over the full two year period is estimated at £99,000. Payment will be based on actual cost of delivered food. The start date of the contract is yet to be confirmed and will be dependent upon the commencement of the Intermediate Care service in Albion Mill.

The decision to award will be formally published on the Local Authority webpage and will be subject to a 5 day call in period to allow other bidders to challenge the decision should they wish to do so.

## 2. REASON FOR DECISION

The procurement was undertaken using the YPO framework for Pre-prepared Meals Service via Yorkshire Purchasing Organisation (YPO) - Category 3 Ready Made Meals.

YPO offered free advice, guidance and documentation and also ran the mini competition from the DPS YPO Framework for Pre-prepared Meals Service on behalf of the Local Authority. BwD wrote the specification and conducted the final evaluation process, with members of staff from commissioning, contracts and Intermediate Care. The evaluation criteria used to identify the successful tenderer was based upon providing 60% quality and 40% price.

Stage 1: A series of mandatory technical and commercial criteria were initially evaluated to qualify for consideration in the further competition process. This section was scored on a pass/fail basis. All four companies who tendered were successful in proceeding to the next stage of the evaluation process.

Stage 2: Quality and Price Award Criteria – this technical and commercial award criteria was scored against the defined criteria stated using percentage weightings. This included questions covering

A: Price (40%) –.

- Price (meals for one person per day) - using CIPFA % difference model. The submitted price is compared using a % price difference model and then scored against using the weighted criteria. Pricing Added Value

B: Quality (60%)

- Quality Assurance
- Product Condition Upon Delivery
- Range Availability & Delivery Performance
- Corporate and Social Responsibility
- Service Added Value (support for setting up service including training)
- Menu and Blind Product Tasting

Apetito was the highest weighted Tenderer(s) who offered the most economically advantageous tender (MEAT) and it is the intention to award the Call-Off Contract to Apetito, subject to a 5 day call in period.

### **3. BACKGROUND**

Intermediate Care is an integrated service to promote faster recovery from illness, prevent unnecessary acute hospital admission and premature admission to short and long-term residential care, support timely discharge from hospital and maximise independent living. The aim of the Residential Intermediate Care Service at Albion Mill is to provide high quality, person-centred, community based, short term intermediate care to residents from their own home as step up and to those being discharged from hospital as step down. The intermediate care offer includes 24 hour residential and nursing provision and requires a food offer to meet individual's needs.

#### **Tender Details**

This tender aims to procure the provision of a prepared meals service, for those accessing Albion Mill Intermediate care facility. The successful provider will:-

- Supply frozen meals for a maximum of 35 users of service
- Provide a range of nutritious/ specialist/cultural meals for lunchtime and evening meals 365 days of the year including meals to those with dysphagia.
- Provide training support to help initiate the service together with providing access to an IT ordering system to ensure seamless order processing.
- Provide the food offer within the estimated budget.

#### **Contract Duration**

The proposed term of the service is 1 year with an option to extend for a further 1 year.

#### **Financial Details**

The estimated cost of the service is £49,500 per annum ie £99,000 over the full two year term of the contract.

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**4.KEY ISSUES AND RISKS**

Any delay to awarding the contract would impact on the ability for Intermediate Care to run effectively.

**5.OPTIONS CONSIDERED AND REJECTED**

Decision to tender based on achieving the most economical advantageous tender.


**6. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below.

<b>VERSION:</b> 1
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<b>CONTACT OFFICER:</b>	<b>Debra O'Donnell</b>
<b>DATE:</b>	15.06.21
<b>BACKGROUND DOCUMENTS:</b>	

Signed: I have considered the tender and am happy to authorise award to Apetito as recommended.

<b>Director</b> 	<b>Date:15/06/21</b>
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