

**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN			
APPROVAL TO AWARD A CONTRACT FOR PRE-PAID CARDS FOR SOCIAL CARE AND CASHLESS PAYMENTS			
EXECUTIVE	<input type="checkbox"/> Y	NON-EXECUTIVE	<input type="checkbox"/> (Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)			<input type="checkbox"/> No
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?			<input type="checkbox"/> No
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)			N/A

2. OFFICER DECISION TAKER	<p>NAME BECKY MCINTYRE</p> <p>POSITION/POST DIRECTOR OF GOVERNANCE & PARTNERSHIPS</p> <p style="text-align: center; font-size: 1.2em; margin-top: 20px;"><i>B McIntyre</i></p> <p>SIGNATURE</p> <p>DATE 15 November 2019</p>
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3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	Report attached
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	Report attached
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*TO BE COMPLETED BELOW - **ONLY** WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.*

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	<p>COUNCILLOR</p> <p>POSITION</p> <p>SIGNATURE</p> <p>DATE</p>
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<p>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

**DIRECTOR GOVERNANCE &
PARTNERSHIPS**

**APPROVAL TO AWARD A CONTRACT
PRE-PAID CARDS FOR SOCIAL CARE AND CASHLESS PAYMENTS**

1. OBJECT AND KEY POINTS IN THIS REPORT

1.1 This report sets out a summary of the findings from the recent procurement exercise for the Provision of Prepaid cards for Social Care and Cashless Payments and recommends an award of contract.

1.2 The key points in this report are:

- A compliant EU competitive procurement exercise was undertaken.
- The proposed contract commencement date is 1 December 2019. The duration of the contract will be 36 months, with an option to extend subject to satisfactory performance and budget allocation for a further 24 months.
- To seek Director of Governance & Partnerships approval to award the contract to the preferred bidder.

2. BACKGROUND INFORMATION

2.1 The council utilises pre-paid cards to deliver Direct Payments for vulnerable adults and children.

2.2 The current contract for the existing provision will expire on the 30 November 2019.

2.3 A procurement exercise has been undertaken to deliver a new contract in line with procedure rules.

2.4 The council received 4 bids. 1 bidder did not provide costings and was excluded from the evaluation process.

2.5 The Most Economically Advantageous Tender of 60% price and 40% quality has been used in evaluating the bids.

3. OPTIONS FOR CONSIDERATION

3.1 Option One – To award the contract to the preferred provider

3.1.1 This contract would meet the needs of services to Adults, Children and Families across North Lincolnshire in providing a cashless method of receiving Direct Payments and Carer Breaks. It also provides the Council with a cashless system for managing Petty Cash.

3.1.2 This option meets the requirement of being the most economically advantageous bid.

3.2 **Option Two - Not to award the contract to the preferred provider**

3.2.1 This option would put the council in breach of EU Regulations and the council would incur further additional costs for the re-procurement of this service. Business continuity may be impacted.

4. **ANALYSIS OF OPTIONS**

4.1 The procurement was published on YORtender as an open procedure on 5 August 2019 and closed on 21 October 2019

4.2 4 responses were received. All responses were checked for completeness and clarified where necessary

Suppliers that responded
Prepaid Financial Services
Tenderer B
Tenderer C
Tenderer D

4.3 Each of the responses was considered and evaluated. The evaluation was completed by Resources & Transformation Manager and Transactional Hub Manager

4.4 **Price and Quality**

4.4.1 The tenders were evaluated based on a price / quality criteria of 60% (price) / 40% (quality)

4.5.2 Price evaluation. The lowest price submitted was assigned the full 100% (600 points) and the other tender were calculated as a percentage of this.

4.5.3 Quality evaluation.

4.5.4 This stage of the process was the evaluation of the responses provided from the tenderers to the method statement.

4.5.5 The highest quality score was assigned the full 100% (400 points) and the other tenders were calculated as a percentage of this

4.5.6 Following the completion of price and Quality evaluation, the scores from both stages were combined and the preferred bidder

identified was Prepaid Financial Services with an overall score of 997 points

5. RESOURCE IMPLICATIONS (FINANCIAL , STAFFING, PROPERTY, IT)

5.1 Financial

5.1.1 The combined cost of these new services is £93,800 over 3 years. Whilst there are no identified savings using prepaid cards the risk to the Council budgets is significantly reduced and recovery of unused/misused funds in 2019/20 currently stands at £128,000. The cost of provision is affordable within current budget allocations.

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

6.1 The IIA confirmed positive outcomes for users of the Pre-paid card and no changes due to the Council having utilised Pre-paid cards for the last five years.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 N/A

8. RECOMMENDATIONS

8.1 It is recommended that the Director for Governance & Partnerships approves the contract to be awarded to Prepaid Financial Services.

DIRECTOR OF GOVERNANCE & PARTNERSHIPS

Civic Centre
Church Square House
SCUNTHORPE
North Lincolnshire
DN16 1AB

Author: David Jackson (Resources & Transformation Manager)

Date: 11 November 2019

Background Papers used in the preparation of this report

Procurement documents