

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

1. Title of decision:	Contract Award for the Supported Employment and Training Service Contract
2. Date of the decision:	05 March 2024
3. The decision maker:	Chris Greenway - Assistant Director (Interim) – Commissioning, Transformation & Performance

4. Decision details:

Following an Open Tender process, the decision is to award the Supported Employment and Training Service Contract to Fedcap Employment Limited.

5. Reasons for the decision:

It is recognised that access to some form of employment or training is important not only for economic wellbeing but also for social and emotional wellbeing. However, barriers to employment persist for people with disabilities.

Reading is currently experiencing a growth in the number of new service users who have a learning disability and/or autism and requiring help and support. The Directorate Management Team (DMT) approved the proposal to procure a new service in Reading, which would help to meet the needs of people with Learning Disabilities and/or Autism through supported employment and training. The Council followed an Open Tender procurement process to meet legal requirements set out by legislation. As a result of the tender five bids were received and evaluated.

A Consensus meeting was hosted by RBC procurement team on Friday 23rd February 2024. Following this meeting Fedcap Employment Limited has been identified as the winning bidder. The evaluation team have been provided with evidence and assurance that the service can be delivered and will meet the service specification.

6. Alternative options considered (if any) and rejected:

Initially, consideration was given to run a Request For Quote tender process.

However, this was not deemed an appropriate option because the contract budget was more than 100k.

It was agreed by DMT that an ITT process was required, supporting a wider cohort of potential bidders.

7. List of open Background Papers:

N/A

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input checked="" type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account:

Compliant process followed, as per the Public Contracts Regulations 2015 and RBCs Contract procedure Rules.

10. Legal considerations

A new contract instruction sheet has been sent to Legal, who allocated a legal representative. Legal have drafted a contract that was used for the tender process and will be put in place for the contract lifecycle.

11. Financial considerations

The contract cost was tendered out at the maximum amount of £497,016

12. Internal consultations

Internal consultations with the Procurement team.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	
14. Date of the meeting:	Click or tap to enter a date.
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	