

# Premarket Engagement

Contract Name: Community Meals Menu  
EU Supply Reference Number: 21723  
Document Title: Community Meals Menu, Premarket Engagement  
Version: 2.0  
Date: 17/11/2015

## 1. Introduction

Brighton and Hove City Council ('The Council') is calling for expressions of interest in tendering for a Community Meals Service in Brighton and Hove. The Council is currently designing the tender and is looking for feedback about type of service that it is going to commission and whether providers will be interested in tendering on the proposed options.

The Council currently has a fully managed Community Meals Service with the Royal Voluntary Service which is set to expire on the 31<sup>st</sup> of March 2016.

Please read the attached document and complete and return the questionnaire via email to [William.McConchie@brighton-hove.gov.uk](mailto:William.McConchie@brighton-hove.gov.uk) by C.O.B on Monday the 30<sup>th</sup> of November.

## 2. History of the Service – Current Demand

The Brighton and Hove City Council currently has a fully managed Community Meals Service, which was procured in 1997 when the Council came into being. The current Service is with the Royal Voluntary Service ('the RVS'). The Service is set to expire on the 31<sup>st</sup> of March 2016.

The Contracted service is for the delivery of hot and frozen meals, including variations to provide for BME and other dietary requirements. It also includes a wellbeing check which is carried out by the delivery driver. The meals may be delivered to the customer's own home, via a lunch club or at a day centre. The customer group includes but is not limited to; older people, people with dementia, adults with a learning disability or mental health issues and/or with a sensory impairment or other physical disability.

The goal of the service is to provide a wholesome and nutritious meal to customers and moreover to promote the health, wellbeing and independence of people living at home who are at risk of being malnourished. There is a strong underlying economic argument for supporting people to remain independent and in their own homes. Simultaneously, the Community Meals Service is not a statutory one and Brighton and Hove City Council is under significant budgetary pressure.

In line with the aforementioned budgetary concerns, a client contribution of £3.50 per meal was introduced in April 2013. This contribution has increased by £0.20 every six months and was planned to continue under the current contract until the cost of the service was fully funded by the service user. Unsurprisingly, the number of meals delivered has been decreasing year on year. At the start of

2009, the Council purchased approximately 96,000 meals annually; this reduced to 82,500 by 2012, and is now sitting at approximately 58,000 meals / year.

### **3. Proposed Solutions**

The Council is investigating the following options:

- i. A Community Meals Menu, self-funded by Service Users;
- ii. A Community Meals Menu, self-funded, but with guaranteed spend;
- iii. A Managed Community Meals Service, self-funded by Service Users;

Further details for each option are provided below:

#### **i. A Community Meals Menu – Self-Funded by Service Users**

The first option that the Council is investigating is grouping the pricing and meal offerings of providers in a single document, a 'Community Meals Menu' to be provided to all Service Users.

#### **Quality Certification**

- Providers will be asked whether they meet the standard legislated quality requirements with respect to food provision and will not have their offer included if they fail to meet these requirements;
- In addition to these, providers will be asked to self-certify whether they meet the following optional criteria, this certification will be published in the final menu offer;
  - The National Association of Care Catering minimum standards;
  - Whether their products are locally sourced;
  - Whether their products meet the [Brighton and Hove City Council Minimum Buying Standards for Catering Contracts](#) which were drawn up in conjunction with the Brighton & Hove Food Partnership
- Providers will not be excluded because they don't meet the above optional criteria, however, their lack of certification will be reflected in the final meals menu documentation. (e.g. with a tick-box next to your pricing saying that you do or do not meet the NACC standards)

#### **Meal Pricing**

- Providers will be asked to submit a schedule of prices for the following meal types;
  - Delivered frozen meal;
  - Delivered chilled meal;
  - Delivered hot meal;
  - Delivered Teatime pack;
  - Delivered Breakfast pack;
  - Delivered Snack pack
- The following variants may also be priced;
  - British / European style meal;

- Special Diet Meals (e.g. diabetic);
- Asian Style Meal;
- Vegetarian Style Meal;
- Kosher Style Meal;

### **Safe and Well Check**

The above meal pricing will include the provision of a Safe and Well Check for each delivery. This is a mandatory requirement.

Please see the document 'Safe and Well Check' for further information.

To re-emphasise, the cost of the safe and well check will be **built into your meal pricing**.

### **Number of Providers**

Unlimited

### **Choice of Provider**

It will be up to the Service User as to what they want to buy.

### **Payment**

The responsibility of payment for the service will fall solely on the Service User in this instance.

### **The Final Outcome**

The final outcome of this tender will be a 'Meals Menu' for Brighton and Hove which will detail;

- The cost of a meal;
- The optional certification the provider does or does not meet; and
- Contact details for the provider;

The Council is simply using its organisational capacity to collect the numerous meals options available in Brighton and Hove in a single, accessible document. This will be available electronically and distributed through multiple outlets

### **ii. Community Meals Menu – Self-Funded, but with guaranteed spend**

Under this model the Council will guarantee a defined level of spend under the Contract and as such will expect providers to detail more competitive pricing options for each band of guaranteed spend. The aim of this exercise is to allow providers to display to us the economies of scale and savings they would be able to deliver to the Council if they were guaranteed a defined level of expenditure with their service.

### **Quality Certification**

The same process will apply here as applies to Option 1.

## **Meal Pricing**

The same meal options will be expected to be priced as in option 1. In addition the Council will ask that the provider completes a pricing schedule for several defined levels of guaranteed expenditure. E.g. if your company was guaranteed £20,000, £30,000, £40,000 through to £70,000 worth of income each year, what would your price per meal be?

## **Safe and Well Check**

The same process will apply here as applies to Option 1.

## **Number of Providers**

Unknown, potentially limited in terms of guaranteed funding. How this would be evaluated is yet to be decided.

## **Choice of Provider**

The same process will apply here as applies to Option 1.

## **Payment**

The responsibility of payment for the service will fall on the Service User in this instance. In the event that the uptake of meals from this provider falls below the guaranteed level of expenditure, the Council will purchase the additional required units to meet the minimum spend.

## **The Final Outcome**

This will have the same result as option 1, however, we would expect pricing of meals to be more competitive given that the Council is covering a defined level of risk of a shortfall in ordering.

### **i. Managed Community Meals Service – Self-Funded**

The third option is a Community Meals Service run by a single provider, funded solely by Service Users:

## **Quality Certification**

The same process will apply here as applies to Option 1.

## **Meal Pricing**

The same meal options will be expected to be priced as in option 1. In addition, the Council will expect more competitive pricing as only one provider will be selected.

## **Safe and Well Check**

The same process will apply here as applies to Option 1.

**Number of Providers**

One Provider.

**Choice of Provider**

One Provider.

**Payment**

The responsibility of payment for the service will fall on the Service User.

**The Final Outcome**

There will be one provider who the Council recommends that Service Users purchase their community meals from.

## 4. Timeline for Project

WBS	Tasks	Task Lead	Start	End	Duration (Days)	% Complete	Working Days	Days Complete	Days Remaining	02 - Nov - 15	09 - Nov - 15	16 - Nov - 15	23 - Nov - 15	30 - Nov - 15	07 - Dec - 15	14 - Dec - 15	21 - Dec - 15	28 - Dec - 15	04 - Jan - 16	11 - Jan - 16	18 - Jan - 16	25 - Jan - 16	01 - Feb - 16	08 - Feb - 16	15 - Feb - 16	22 - Feb - 16	29 - Feb - 16	07 - Mar - 16	14 - Mar - 16	21 - Mar - 16	28 - Mar - 16	04 - Apr - 16
1	Drafting Tender	WM	01/11/2015	08/12/2015	38	0%	27	0	38	[Gantt bar for Drafting Tender: 01/11/2015 to 08/12/2015]																						
1.1	Draft Spec, ITT, EP	JC	01/11/2015	05/11/2015	5	0%	4	0	5	[Gantt bar for Draft Spec, ITT, EP: 01/11/2015 to 05/11/2015]																						
1.2	Premarket Exercise	WM	18/11/2015	01/12/2015	14	0%	10	0	14	[Gantt bar for Premarket Exercise: 18/11/2015 to 01/12/2015]																						
1.3	Finalise Tender	WM	02/12/2015	08/12/2015	7	0%	5	0	7	[Gantt bar for Finalise Tender: 02/12/2015 to 08/12/2015]																						
2	Tender at Market	WM	08/12/2015	07/01/2016	31	0%	23	0	31	[Gantt bar for Tender at Market: 08/12/2015 to 07/01/2016]																						
2.1	Open	WM	08/12/2015	08/12/2015	1	0%	1	0	1	[Gantt bar for Open: 08/12/2015 to 08/12/2015]																						
2.2	Close	WM	07/01/2016	07/01/2016	1	0%	1	0	1	[Gantt bar for Close: 07/01/2016 to 07/01/2016]																						
3	Evaluation	WM	08/01/2016	13/02/2016	37	0%	26	0	37	[Gantt bar for Evaluation: 08/01/2016 to 13/02/2016]																						
3.1	Evaluation	ET	08/01/2016	01/02/2016	25	0%	17	0	25	[Gantt bar for Evaluation: 08/01/2016 to 01/02/2016]																						
3.2	Decision Made	WM	01/02/2016	01/02/2016	1	0%	1	0	1	[Gantt bar for Decision Made: 01/02/2016 to 01/02/2016]																						
3.3	Contract/s Signed	WM	08/02/2016	13/02/2016	6	0%	5	0	6	[Gantt bar for Contract/s Signed: 08/02/2016 to 13/02/2016]																						
4	Contract	WM	31/03/2015	31/03/2016	367	0%	263	0	367	[Gantt bar for Contract: 31/03/2015 to 31/03/2016]																						
4.1	Implementation	JC	01/02/2016	31/03/2016	60	0%	44	0	60	[Gantt bar for Implementation: 01/02/2016 to 31/03/2016]																						
4.2	Changeover	JC	31/03/2015	31/03/2015	1	0%	1	0	1	[Gantt bar for Changeover: 31/03/2015 to 31/03/2015]																						

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