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Tender

## **ASC0267 - Direct Payments Support Service**

Leicester City Council

West Leicestershire NHS Clinical Commissioning Group

East Leicestershire & Rutland Clinical Commissioning Group

Leicester City NHS Clinical Commissioning Group

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2022/S 000-000420

Procurement identifier (OCID): ocids-h6vhtk-030839

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### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Leicester City Council

City Hall, 115 Charles Street

Leicester

LE1 1FZ

#### **Contact**

Mr Yatish Shah

#### **Email**

[procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk)

#### **Telephone**

+44 1164542348

**Country**

United Kingdom

**NUTS code**

UKF21 - Leicester

**Internet address(es)**

Main address

<http://www.leicester.gov.uk>

Buyer's address

<http://www.leicester.gov.uk>

**I.1) Name and addresses**

West Leicestershire NHS Clinical Commissioning Group

56 Wood Gate

Loughborough

**Contact**

Mr Yatish Shah

**Email**

[procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk)

**Telephone**

+44 1164542348

**Country**

United Kingdom

**NUTS code**

UKF22 - Leicestershire CC and Rutland

**Internet address(es)**

Main address

<https://www.westleicestershireccg.nhs.uk>

**I.1) Name and addresses**

East Leicestershire & Rutland Clinical Commissioning Group

County Hall

Leicester

**Contact**

Mr Yatish Shah

**Email**

[procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk)

**Telephone**

+44 1164542348

**Country**

United Kingdom

**NUTS code**

UKF22 - Leicestershire CC and Rutland

**Internet address(es)**

Main address

<https://eastleicestershireandrutlandccg.nhs.uk>

**I.1) Name and addresses**

Leicester City NHS Clinical Commissioning Group

St John's House, 30 East Street

Leicester

**Contact**

Mr Yatish Shah

**Email**

[procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk)

**Telephone**

+44 1164542348

**Country**

United Kingdom

**NUTS code**

UKF21 - Leicester

**Internet address(es)**

Main address

<https://www.leicestercityccg.nhs.uk>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/Advert/Index?advertId=fd976b29-0f6a-ec11-8110-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=fd976b29-0f6a-ec11-8110-005056b64545>

#### **I.4) Type of the contracting authority**

Regional or local authority

#### **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

ASC0267 - Direct Payments Support Service

Reference number

DN567829

#### **II.1.2) Main CPV code**

- 85000000 - Health and social work services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Leicester City Council ('the 'Authority') invites Tenders for the provision of Direct Payments Support Service. Leicester City Council (LCC) is leading the procurement on behalf of Leicester City Council and the Leicester, Leicestershire and Rutland Clinical Commissioning Groups (LLR CCGs).

The Direct Payment Support Service (DPSS) will support and enable people who choose

to take all or part of their Personal Budget/Personal Health Budget as a Direct Payment (DP), to use and manage their DP as easily as possible and, where they wish, independently.

The requirement is that for each organisation that is awarded the Framework Agreement it must then provide all the following key functions/Services in respect of the Direct Payments Support Service:

- Initial support and set up of a DP, including advice and guidance
- Recruitment and selection support for Personal Assistants
- Payroll services and employment advice
- Managed accounts (Third Party)

The DPSS service will be available to people and families assessed by Leicester City Council as being eligible for both Adult and Children's Social Care Services living in Leicester, as well as people assessed by the Leicester, Leicestershire and Rutland Clinical Commissioning Groups (LLRCCG) as being eligible for a personal health budget across Leicester, Leicestershire and Rutland.

The Authority wishes to establish Framework Agreements, with up to three providers for the provision of Direct Payments Support Service. The Authority provides no guarantee of any work to any successful provider/s.

The Authority is conducting this procurement under the Light Touch Regime for Social and Other Specific Services, as set out in the Public Contract Regulations 2015, at Section 7 (Regulations 74 to 77) and Schedule 3. The procurement process will not be conducted under the Public Contract Regulations 2015; however, it will be similar to that of an Open procedure. The Process will, unlike an Open Procedure, include the flexibility, as allowed under the Light Touch Regime with various evaluation stages as detailed in this Invitation to Tender documentation.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.2) Description**

##### **II.2.2) Additional CPV code(s)**

- 98000000 - Other community, social and personal services

### **II.2.3) Place of performance**

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

### **II.2.4) Description of the procurement**

Up to a maximum of 3 providers are anticipated to be awarded the Framework Agreement.

It is the Authority's preliminary view that TUPE may apply in respect of these Contracts.

The initial term of the Framework Agreements is approximately 5 years from the Service Commencement Date 7th November 2022 to 7th November 2027 with the option to extend, subject to satisfactory performance outcomes and agreement by the Authority, for 2 further periods of up to no more than 24 months in total, to up to 4th November 2029, i.e. potentially up to 7 years from and including Service Commencement Date.

The Invitation to Tender document and its appendices and all other documentation issued to Tenderers sets out the details of the Authority's requirements and how to submit your Tender.

### **II.2.6) Estimated value**

Value excluding VAT: £6,300,000

### **II.2.7) Duration of the contract or the framework agreement**

Duration in months

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement**

The procurement involves the establishment of a framework agreement

In the case of framework agreements, provide justification for any duration exceeding 4 years:

To provide financial and service stability; retention and training of staff; investment in infrastructure, quality provision and innovation. Throughout the duration of the Framework, the Authority may review the Framework and may open the Framework at its own discretion when a service need arises as detailed in the ITT documentation.

#### **IV.1.11) Main features of the award procedure**

As detailed in the Invitation to Tender documentation

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 February 2022

Local time

2:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.3) Additional information**

The Framework Agreements (FAs) will be Open FAs.

Throughout the duration of the Framework, the Authority may review the Framework and may open the Framework at its own discretion when a service need arises. A service need includes (but is not limited to):

- a lack of capacity from current Providers and therefore there is a need to supplement the Framework List of Providers beyond the numbers operating on the Framework Agreement at that time;
- an increase in the volume of Service Users requiring Services under the Framework; and
- to replace (if required) Providers who have been removed, suspended from the Framework Agreement or did not agree to provide Services within any Extension Period.

The Authority will hold an online Tender Information Session conducted via Microsoft Teams on 20 January 2022 between 10:30 am to 12.30 pm. Further information on how to register for this session is contained within the ITT documentation.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Construction and Technology Court (Queens Bench Division) (Branch of High Court of Justice)

Priory Courts,, 33 Bull Street

Birmingham

B4 6DS

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Leicester City Council

City Hall, 115 Charles Street

Leicester

LE1 1FZ

Email

[procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk)

Country

United Kingdom