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Tender

Provision of Scottish Government Counselling in Schools

West Dunbartonshire Council

F02: Contract notice

Notice identifier: 2025/S 000-000483

Procurement identifier (OCID): ocds-h6vhtk-04ce28

Published 8 January 2025, 12:15pm

Section I: Contracting authority

I.1) Name and addresses

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

Contact

Victoria Wilson

Email

Victoria.Wilson@west-dunbarton.gov.uk

Telephone

+44 1389737000

Country

United Kingdom

NUTS code

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Internet address(es)

Main address

<http://www.west-dunbarton.gov.uk/business/suppliers/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00153

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Scottish Government Counselling in Schools

Reference number

2425-19

II.1.2) Main CPV code

- 85312320 - Counselling services

II.1.3) Type of contract

Services

II.1.4) Short description

West Dunbartonshire Council are seeking an organisation to provide a Youth Counselling Service in West Dunbartonshire Schools.

The service purpose is to provide confidential counselling for young people in all 6 secondary schools.

The aim is to promote positive emotional health and wellbeing in learners attending secondary school by:

Providing direct counselling to young people following referral to the service for a range of emotional health issues;

Signposting and facilitating onward referrals of young people experiencing crisis to appropriate agencies;

Supporting and enabling staff to support emotionally vulnerable young people;

To improve the overall emotional health of young people using the service;

Raising the visibility of emotionally vulnerable young people in schools, community and at home where appropriate.

The counselling must be provided by an accredited qualified counsellor.

II.1.5) Estimated total value

Value excluding VAT: £310,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85312320 - Counselling services

II.2.3) Place of performance

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

West Dunbartonshire Secondary Schools

II.2.4) Description of the procurement

The route to market is to conduct an open procedure through Public Contracts Scotland - Tender.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Will be reviewed during contract

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

All staff are required to be subject to up to date Protection of Vulnerable Groups (PVG) checks at the level appropriate to their roles before any client contact commences.

All tenderers must confirm that, upon receipt of notification of intention to award the contract from West Dunbartonshire Council, they will comply fully with the foregoing and, if not already in place, obtain PVG Scheme Membership/Disclosure Scotland check for all relevant personnel intended to serve on the West Dunbartonshire Council contract.

Tenderers must confirm that all Counsellors to be deployed in the delivery of the service will attend clinical supervision, in accordance with British Association of Counselling and Psychotherapy (BACP) guidelines, with a suitably qualified supervisor

Tenderers must confirm that all counsellors to be deployed in the delivery of the services must have recognised accreditation from BACP

Tenderers must confirm that all Therapeutic Staff will receive regular caseload supervision from staff with the mandatory qualifications and registration.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

With reference to SPD questions:

4B. Turnover - supplier must demonstrate an annual turnover for each of the two previous years of greater than two times the annual contract value of contract on offer est. 155,000 GBP, therefore a turnover of 310,000 GBP is required.

Ratios - a Pass in any two of the three ratios as an overall Pass for Economic and Financial standing.

- (Ratio 1) Acid Test – (Current Assets-stock)/Current Liabilities. To pass the Acid Test Ratio question the bidder must have a score of greater than 1.
- (Ratio 2) Return on Capital Employed %– Profit/Capital employed. To pass this question the Council require the bidder to score a positive figure/Percentage.
- (Ratio 3) Current Ratio – Current Assets/Liabilities. To pass this question the Council require the bidder to achieve a score of greater than 1.

WDC will use template WD09 - WDC Financial Vetting Questionnaire v1.0, it is recommended that candidates review their own ratio scores in advance of submitting their tender. In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee WD04 - Parent Company Guarantee refers. Should after review of the financial evaluation of tenderer fail, then the tender submission may be rejected.

Insurance

Q4B.5.1 –It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance listed below:

- Employers Liability Insurance - 10 million GBP each and every claim

Q4B5.2

- Public and Product Liability Insurance - 10 million GBP each and every claim
- Professional Indemnity Insurance - 5 million GBP each and every claim

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to SPD question 4C.1, bidders will be required to provide 3 examples that demonstrate that they have the relevant experience and capacity of similar project types and confirm they met all the mandatory requirements.

Minimum level(s) of standards possibly required

Mandatory Requirements - tenderers must confirm that the following mandatory requirements will be met - Y/N to respond.

- All staff are required to be subject to up to date Protection of Vulnerable Groups (PVG) checks at the level appropriate to their roles before any client contact commences.
- All tenderers must confirm that, upon receipt of notification of intention to award the contract from West Dunbartonshire Council, they will comply fully with the foregoing and, if not already in place, obtain PVG Scheme Membership/Disclosure Scotland check for all relevant personnel intended to serve on the West Dunbartonshire Council contract.
- Tenderers must confirm that they have a child protection protocol and systems in place.
- Tenderers must provide a full budget breakdown.
- Tenderers must comply with GDPR in line with the specification and agreement to complete a Data Processing Agreement if successful.
- Tenderers must comply with the Equalities Act 2010.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

7 February 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

7 February 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The bidder must complete and submit, with their tender response the following additional documents:

WD09 Financial Vetting

WD16 Police Scotland Check

WD18 Declaration Page

The above mentioned documents are provided with the tender documents and can be located within a folder in the general attachment area of the Master ITT.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27926. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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A summary of the expected community benefits has been provided as follows:

Tenderers will be required to complete and submit WD19 Social Benefits Questionnaire as part of their tender submission.

(SC Ref:787189)

VI.4) Procedures for review

VI.4.1) Review body

Dumbarton Sheriff Court

Sheriff Curt House, Church Street

Dumbarton

G82 1QQ

Country

United Kingdom