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Tender

Older Peoples Day Care Support Services

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-001834

Procurement identifier (OCID): ocds-h6vhtk-039942

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Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Contact

Tom Henderson

Email

Tom.Henderson@westlothian.gov.uk

Telephone

+44 1506281814

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+44 1506281325

Country

United Kingdom

NUTS code

UKM78 - West Lothian

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140

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

Older Peoples Day Care Support Services

Reference number

CC12660

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

The day care support service will support the individuals physical and mental health and well-being through a reduction in social isolation and community involvement and engage older people in their local community by providing places in which to socialise, learn or re-learn skills for daily living.

There is a requirement for the building to be based in Livingston.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85000000 - Health and social work services

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

Livingston

II.2.4) Description of the procurement

The day care support service is designed for older adults, primarily 65 and over, whom following an outcome based "All About Me: What I Need" assessment, have been identified as having needs which are critical or substantial.

The centre-based service is for older adults living in their own homes, alone or with family, or in sheltered/supported housing settings. The service will provide a person-centred, outcome focused approach through the care and support provided, i.e. quality care which is tailored to individual needs and outcomes. The service will provide care and support which enables individuals to have as good a quality of life as possible by providing meaningful activities, learning opportunities, socialisation, encouraging independence and reablement in order that they can remain as active as possible for as long as possible. The day support service will support the individuals physical and mental health and well-being through a reduction in social isolation and community involvement and engage older people in their local community by providing places in which to socialise, learn or re-learn skills for daily living.

Those using the service will have a voice in how it is run and which activities are offered. The service will be run by qualified, dedicated and experienced staff, supported by trained volunteers. The service will offer mental stimulation and physical activity sessions suitable for varied abilities and interests, at a level appropriate to the needs of the individual.

The following is a list of meaningful activity examples which is not exhaustive: Art and craft therapy, seated exercise, music, singing, quizzes, falls prevention, reminiscence sessions, digital engagement, interactive games, music, outings, entertainment, game shows, nail care/manicure, relaxation therapies, reading, discussion groups, gardening, music and movement, musical instruments, outings, individual and group activities.

Nutritionally balanced meals and snacks will be provided, with individual dietary, religious and cultural needs catered for.

The day support service shall include working with and assisting the Service User to achieve their activities of daily living. The list includes but is not exhaustive: -

Assistance/support with maintaining personal hygiene ;

Addressing continence needs and assisting with continence management including necessary cleaning and safe disposal of waste;

Support with eating and drinking, including food and/or drink preparation;

Prompting, supporting or administering non-invasive prescribed medication with parameters defined by WLHSCP approved Medication Management Policy ;

Achieving maximum mobility, using appropriate equipment where necessary ; and

Support with managing behaviours which challenge.

Following a social work assessment, unpaid carers will be supported to help sustain their caring role which may involve an additional day for the individual to attend day support services to offer the carer respite. The specific days and times which the Service will operate will be agreed in the individual service contracts. Whilst WLHSCP provides day care in locations across the authority, with service users concentrated in Livingston and considering travelling issues the Building will be required to be located in Livingston.

The following mandatory criteria must be met :

Registered with the Care Inspectorate as a Provider of Support Services (not Care at Home) ;

Adhere to the requirements of the Scottish Social Services Council (SSSC) or other appropriate regulatory body ;

Provide an accessible and safe building from which to deliver the service, which meets all appropriate legislative and regulatory standards.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 12

Quality criterion - Name: Quality Assurance / Weighting: 12

Quality criterion - Name: Safeguarding / Weighting: 12

Quality criterion - Name: Service User Engagement and Feedback / Weighting: 12

Quality criterion - Name: Fair Work First Practices / Weighting: 12

Price - Weighting: 40

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended for a period of up to a further 12 months

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.1.2) Economic and financial standing

List and brief description of selection criteria

RE ESPD Q4B.6; West Lothian Council will use Dun and Bradstreet DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidence satisfactory financial stability. Please note that 49 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend

on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

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.

Re ESPD Q4B.5.1a&b; 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 indicated below:

Employers Liability 5,000,000 GBP (Five Million GBP)

Public liability 5,000,000 GBP (Five Million GBP)

Motor Insurance 5,000,000 GBP (Five Million GBP) TPI&D (specifically covering business use and the transportation of passengers for hire/reward

III.1.3) Technical and professional ability

List and brief description of selection criteria

RE ESPD Q4C1.2; Bidders will be required to provide examples in the last 3 years that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice. These will be scored on a pass/fail basis.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Bidders are required to meet and comply with the requirements of the specification.

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

9 February 2023

Local time

5:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

10 February 2023

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Council will be taking advantage of the flexibilities of the Light Touch Regime and will be reducing the standard timescales for bidders submissions. However, the Invitation to Tender will be streamlined and simplified to assist bidders.

There will be no price evaluation for this tender, and bidders will not be required to complete any pricing schedule.

In accordance with Section 67 (5) of the Public Contracts (Scotland) Regulations (5) i.e. the cost element may also take the form of a fixed price or cost on the basis of which economic operators will compete on quality criteria only whereby price is fixed. Those bidders who are prepared to accept the fixed rate of GBP 198,677 per annum will be awarded 40%. Any bidder who is not prepared to accept this rate will be awarded 0%

Police Scotland will be consulted with regards to Serious and Organised Crime checks. Any links to this type of activity may cause your tender to be rejected.

Re: ESPD Q2B, complete information for all company directors, using home address.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - All information supplied by the Authority must be treated in confidence and not disclosed to third parties except

insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of

Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information.

The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision

of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

Community Benefits proposals will not form part of the award criteria and will not be evaluated but will be contractual obligations. For further procurement information visit the link below. <http://www.westlothian.gov.uk/article/2023/Doing-Business-With-The-Council>.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23310. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:719454)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sheriff Court and Justice of the Peace Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom