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Tender

## **GGC0665 Community Engagement & Activities Coordinator**

NHS Greater Glasgow and Clyde

F02: Contract notice

Notice identifier: 2021/S 000-002038

Procurement identifier (OCID): ocds-h6vhtk-028f4c

Published 2 February 2021, 11:48am

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

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

NHS Greater Glasgow and Clyde

Procurement Department, Glasgow Royal Infirmary, 84 Castle Street

Glasgow

G4 0SF

#### **Contact**

Emma Watt

#### **Email**

[Emma.Watt@ggc.scot.nhs.uk](mailto:Emma.Watt@ggc.scot.nhs.uk)

#### **Telephone**

+44 1412013593

## **Country**

United Kingdom

## **NUTS code**

UKM82 - Glasgow City

## **Internet address(es)**

Main address

<http://www.nhsggc.org.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10722](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10722)

## **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**

Body governed by public law

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

Health

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## **Section II: Object**

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

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

GGC0665 Community Engagement & Activities Co-ordinator

Reference number

GGC0665

#### **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 North West Locality is seeking a dynamic organisation to host the Community Engagement and Activities Coordinator post that would

further develop and support the networking activities for local people and local activities/services with the main focus on preventing

loneliness and social isolation. The post holder would link/signpost older people to existing activities or services and work with

communities to establish routes for them to identify and link people to.

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

This contract is divided into lots: No

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

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

- 85312300 - Guidance and counselling services
- 85312320 - Counselling services
- 85300000 - Social work and related services

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

NUTS codes

- UKM82 - Glasgow City

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

The organisation and post holder would have a responsibility to the host organisation and report to the NW HSCP Locality Older People's

Planning Group.

Due to ongoing development of this work there will be a wider scope to cover other identified neighbourhood areas within the NW Locality

while continuing to maintain links within Knightswood.

It is expected that flexible, culturally appropriate approaches will be used and that the tenderers will demonstrate a sophisticated

understanding of the pattern of inequalities in Glasgow and of the barriers in working with people who experience multiple vulnerabilities.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 100

Cost criterion - Name: Cost / Weighting: 0

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 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

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### **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

With reference to ESPD question 4B.6 – NHSGG&C will use its financial evaluation matrix which can be uploaded from the attachments

area on PCS-Tender to assess the financial stability of tenderers. Tenderers should complete the evaluation matrix spread sheet included in

the tender documents and confirm they meet the minimum requirement score. Tenderers with a Score of 50 and above will be deemed to

have evidenced satisfactory financial stability. This is a pass/fail question. Failure to achieve a score of 50 or failure to provide this

information will result in your tender being rejected. Tenderers should be able to provide

financial accounts when requested by

NHSGG&C. If a minus or 0GBP turnover applies, please include your last 3 years financial accounts to allow your financial validity to be

evidenced. Should this not be available or should this show financial instability of the organisation, this may result in a fail.

Minimum level(s) of standards possibly required

With reference to ESPD question 4B.5.1b, tenderers must hold and evidence Employer's (Compulsory) Liability Insurance = GBP5m. If

tenderers do not currently have this level of insurance, they must agree to put it in place prior to contract commencement.

With reference to ESPD question 4B.5.2, tenderers must hold and evidence Public Liability Insurance = GBP10m. If tenderers do not

currently have this level of insurance, they must agree to put it in place prior to contract commencement.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

With reference to ESPD question 4C.1.2, tenderers are required to provide examples that demonstrate they have the relevant experience to

deliver the services. Examples must be from within the last 3 years. You should use the attached template to provide 2 examples that

demonstrates experience that is relevant to this procurement exercise. If you cannot provide any examples you should explain why at the

bottom of this template. Your completed response should be no more than 2 pages of A4. The completed document should be uploaded to

question 4C.1.2. This is a pass/fail question, If examples are not provided this will result in a fail. If the examples provided do not

demonstrate the required level of experience, this will result in a fail and your tender will be rejected.

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## **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: No

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

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

Date

9 March 2021

Local time

1:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

9 March 2021

Local time

2:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

Please note the following are mandatory requirements of this contract:-

Tenderers must confirm that all staff involved in the delivery of the contract will have Protection of Vulnerable Groups (PVG)/Enhanced Disclosure.

Tenderers must comply with Caldicott Principles and GDPR legislation in line with the specification and supplementary GDPR provisions (Uploaded to general attachments area of PCS-T).

Tenderers must comply with the Equality Act 2010.

Tenderers must comply with the Minimum Core Data Set.

Tenderers must provide a full budget breakdown. This should be uploaded in the general attachments area of the Technical Envelope on PCS-Tender.

Tenderers must confirm that all staff involved in the delivery of this service will be paid The Real Living Wage.

Tenderers must confirm that the Community Engagement and Activities Coordinator will work for a minimum of 3 days per week.

Tenderers must confirm that the Community Engagement and Activities Coordinator will be flexible in their working hours to accommodate occasional evening and weekend work.

These are pass/fail questions. Failure to provide an agreement to these questions and this information will result in your bid being rejected.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17719. For more information see:

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

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

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>



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

A non-scoreable question has been included as part of this tender exercise as follows:

Bidders must demonstrate how they will meet each requirement set out in Document 13 and how any deviations will be remedied. Note, it

is not sufficient to simply state adherence, bidders must provide sufficient evidence to allow the bid assessment team to be satisfied this

requirement will be met. This may include but not be limited to: procedures and protocols, staff responsibilities, previous experience,

management information statistics.

(SC Ref:639397)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9TW

Telephone

+141 4298888

Country

United Kingdom