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Tender

Care at Home Block Contract

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-002113

Procurement identifier (OCID): ocids-h6vhtk-037ef1

Published 24 January 2023, 10:39am

Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Email

hayleigh.valentine@westlothian.gov.uk

Telephone

+44 1506281814

Fax

+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.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

Care at Home Block Contract

Reference number

CC12421

II.1.2) Main CPV code

- 85311000 - Social work services with accommodation

II.1.3) Type of contract

Services

II.1.4) Short description

Care at Home services provide personalised care, including social and emotional support to enable people to continue or resume residing in their own home. The purpose of the service is to ensure quality of life for the individual, while enabling them to retain their independence. Successful delivery of the service involves putting the person at the centre of the decisions about the way they live and the support that they want to receive.

The Council's intention is to tender a pilot for a small block contract for 300 hours per week to operate alongside the Care at Home Framework. The block contract will operate for 1 year plus an option to extend for a further 1 year period.

This 'Test of Change' block contract will differ from the framework and explore new approaches to service delivery across all areas of West Lothian, which will include responding to priority emergency need, geographical constraints, and addressing those packages of care that have been problematic to fulfil under the existing care at home arrangements. The project will also aim to ensure the availability of high quality, cost effective, reliable services that can adapt to meet surges in demand from critical areas such as hospital discharge and crisis care and help to alleviate winter pressures on the system. The block contract will attract a guaranteed contracted value each week which also differs from the framework. The success of the block contract will be evaluated on an ongoing basis and will inform future Care at Home contracts.

II.1.5) Estimated total value

Value excluding VAT: £691,400

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85310000 - Social work services

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

II.2.4) Description of the procurement

Care at Home services provide personalised care, including social and emotional support to enable people to continue or resume residing in their own home. The purpose of the service is to ensure quality of life for the individual, while enabling them to retain their independence. Successful delivery of the service involves putting the person at the centre of the decisions about the way they live and the support that they want to receive.

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II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 90

Price - Weighting: 10

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The success of the contract will inform the decision to extended for 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:

Minimum level(s) of standards possibly required

Professional Risk Indemnity: 2,000,000 (two million GBP)

Employer's (Compulsory) Liability: 10,000,000 (ten million GBP)

Public Liability: 10,000,000 (ten million GBP)

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide 2 examples of previous similar experience to demonstrate capability. These will be scored on a pass/fail basis.

Registration with the Care Inspectorate - Level 3 is a mandatory requirement. Where providers have no previous registration history, they will be required to provide evidence of a level 3 grade within the first 12 months of the contract commencement.

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-031144](#)

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

Date

13 February 2023

Local time

12:00pm

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

13 February 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The success of the pilot contract will inform the decision to renew.

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

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 the Supplement to the Official Journal of

the European Union 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.

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: SPD 2B, complete information for all company directors, using home address.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22804. 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:

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

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

Bidders are required to confirm they accept the Community Benefits contained within the Technical Envelope. Bidders are also given the opportunity to provide additional benefits.

(SC Ref:719735)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sheriff Court and Justice of the Peace Court

Howden South Road

Livingston

EH546FF

Country

United Kingdom