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Tender

## **Participation Engagement and Consultation Service**

Sheffield City Council

F02: Contract notice

Notice identifier: 2023/S 000-002206

Procurement identifier (OCID): ocds-h6vhtk-039a49

Published 24 January 2023, 4:39pm

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

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

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

#### **Contact**

Richard Belk

#### **Email**

[richard.belk@sheffield.gov.uk](mailto:richard.belk@sheffield.gov.uk)

#### **Telephone**

+44 1142734567

#### **Country**

United Kingdom

**Region code**

UKE32 - Sheffield

**National registration number**

(GB) 173 5488 38

**Internet address(es)**

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=59323&B=UK](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=59323&B=UK)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=59323&B=UK](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=59323&B=UK)

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Participation Engagement and Consultation Service

#### **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 Provider shall deliver activities, support and engagement to empower parent and carers of children and young people with special educational needs and/or disability (SEND) to inform the service planning, commissioning, review and delivery, of services for children and young people with SEND in Sheffield. The Provider shall provide a process through which Sheffield City Council People's Service, NHS, Integrated Care Board (ICB) and Sheffield Children's Hospital (SCH) can hear the voice of parents and carers of children and young people with SEND, to support the development of access to timely and quality information, ensuring that families are kept up to date with developments and understand how the organisation has made an impact.

#### **II.1.5) Estimated total value**

Value excluding VAT: £135,000

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

This contract is divided into lots: No

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

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

- 80000000 - Education and training services
- 85000000 - Health and social work services

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

NUTS codes

- UKE32 - Sheffield

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

The Provider shall deliver activities, support and engagement to empower parent and carers of children and young people with special educational needs and/or disability (SEND) to inform the service planning, commissioning, review and delivery, of services for children and young people with SEND in Sheffield. The Provider shall provide a process through which Sheffield City Council People's Service, NHS, Integrated Care Board (ICB) and Sheffield Children's Hospital (SCH) can hear the voice of parents and carers of children and young people with SEND, to support the development of access to timely and quality information, ensuring that families are kept up to date with developments and understand how the organisation has made an impact. The contract shall commence on the 1st April 2023 for a period of 3 years, with a break clause at the end of Year 2 subject to availability of funding and provider performance in post against the specification, submitted Method Statements and objectives, outcomes and Key Performance Indicators (KPIs) of the commission.

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

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

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

Value excluding VAT: £135,000

#### **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

Subject to funding approval.

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

Selection criteria as stated in the procurement documents

## **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

10 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: 3 (from the date stated for receipt of tender)

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

Date

10 February 2023

Local time

5:00pm

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

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

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

#### **VI.4.2) Body responsible for mediation procedures**

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

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

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>