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Tender

## **Provision of Non-Medical Personal Help Services**

University of Dundee

F02: Contract notice

Notice identifier: 2025/S 000-003040

Procurement identifier (OCID): ocds-h6vhtk-04d733

Published 30 January 2025, 8:56am

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

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

University of Dundee

Procurement, 3rd Floor, Tower Building, Nethergate

Dundee

DD1 4HN

#### **Email**

[s.carstairs@dundee.ac.uk](mailto:s.carstairs@dundee.ac.uk)

#### **Telephone**

+44 1382386810

#### **Country**

United Kingdom

#### **NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

<http://www.dundee.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00105](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

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

**II.1.1) Title**

Provision of Non-Medical Personal Help Services

Reference number

UoD-PF013-TC-2024

### **II.1.2) Main CPV code**

- 80340000 - Special education services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The Authority is seeking suppliers for the provision of individual support for students who have disclosed a disability or additional support need. The Authority is putting in place a Framework of suppliers over three (3) Lots, as detailed in the ITT.

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

Value excluding VAT: £1,300,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

All services excluding Communication Support Workers (CSW), British Sign Language (BSL) Interpreters and Autism Spectrum Condition Support

Lot No

1

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

- 80400000 - Adult and other education services
- 79620000 - Supply services of personnel including temporary staff
- 80000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

One-to-one Learning Support for students who disclose a disability or additional support need. This is intended to enable students to achieve on their course by providing a range of support such as: reading; notetaking; prompting; study skills; support in practical classes for those students who have a physical disability. The services required are not limited to those listed as the support needs in question subject to ongoing development.

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

Quality criterion - Name: Applying relevant experience to the delivery of this service /  
Weighting: 20

Quality criterion - Name: Reporting, data transfer, relationships and delivering outcomes /  
Weighting: 20

Quality criterion - Name: Job Descriptions and Fair Working Practices / Weighting: 10

Quality criterion - Name: Service evaluation and feedback / Weighting: 10

Quality criterion - Name: Payroll and invoice administration (3rd parties) – where applicable / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 25

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

Value excluding VAT: £1,300,000

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

Duration in months

This contract is subject to renewal

No

### **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

## **II.2) Description**

### **II.2.1) Title**

CSWs and BSL Interpreters

Lot No

2

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

- 80400000 - Adult and other education services
- 79620000 - Supply services of personnel including temporary staff
- 80000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

Communication Support Worker (Lot 2): To provide accurate interpretation for students using British Sign Language. To provide appropriate communication strategies to enable deaf students to integrate into their peer group and engage with their learning British Sign Language (BSL) Interpreter (Lot 2): To provide BSL Interpreting for students in and out with the classroom

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

Quality criterion - Name: Applying relevant experience to the delivery of this service / Weighting: 20

Quality criterion - Name: Reporting, data transfer, relationships and delivering outcomes / Weighting: 20

Quality criterion - Name: Job Descriptions and Fair Working Practices / Weighting: 10

Quality criterion - Name: Service evaluation and feedback / Weighting: 10

Quality criterion - Name: Payroll and invoice administration (3rd parties) – where applicable / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 25

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

Value excluding VAT: £1,300,000

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

Duration in months

48

This contract is subject to renewal

No

### **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

## **II.2) Description**

### **II.2.1) Title**

Autism Spectrum Condition Support

Lot No

3

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

- 80400000 - Adult and other education services
- 79620000 - Supply services of personnel including temporary staff
- 80000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

Autism Spectrum Condition (ASC) Support (Lot 3): To support autistic students to stay focused and on task and develop learning strategies to reach their full potential

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

Quality criterion - Name: Applying relevant experience to the delivery of this service /  
Weighting: 20

Quality criterion - Name: Reporting, data transfer, relationships and delivering outcomes /

Weighting: 20

Quality criterion - Name: Job Descriptions and Fair Working Practices / Weighting: 10

Quality criterion - Name: Service evaluation and feedback / Weighting: 10

Quality criterion - Name: Payroll and invoice administration (3rd parties) – where applicable / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 25

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

Value excluding VAT: £1,300,000

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

Duration in months

48

This contract is subject to renewal

No

### **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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 6

#### **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

28 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

28 February 2025

Local time

12:00pm

Place

Dundee

Information about authorised persons and opening procedure

Sheena Carstairs

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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.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=789147](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=789147).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:789147)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=789147](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=789147)

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

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

Dundee Sheriff Court and Justice of the Peace Court

Sheriff Court House 6 West Bell Street

Dundee

DD1 9AD

Country

United Kingdom