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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

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

I.3) Communication

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

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

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

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

- 800000000 - 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

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

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

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.

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.

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

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