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Tender

Provision of a School Age Counselling Service

Inverclyde Council

F02: Contract notice

Notice identifier: 2024/S 000-003899

Procurement identifier (OCID): ocds-h6vhtk-043793

Published 6 February 2024, 2:26pm

Section I: Contracting authority

I.1) Name and addresses

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

Email

procurement@Inverclyde.gov.uk

Telephone

+44 1475717171

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.inverclyde.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained 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

Provision of a School Age Counselling Service

II.1.2) Main CPV code

- 85312320 - Counselling services

II.1.3) Type of contract

Services

II.1.4) Short description

Inverclyde Council on behalf of Inverclyde Health and Social Care Partnership (HSCP) and in conjunction with Inverclyde Council's Education Service seeking a provider to deliver a new service for the provision of an early help service to promote and improve the mental health, emotional resilience and wellbeing of children and young people who are negatively affected or are at risk of being affected by poor mental health. This will be a counselling service delivered predominantly in schools, but also where necessary in homes and community settings, to support children and young people aged 5 to 18 years.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85312320 - Counselling services
- 85312300 - Guidance and counselling services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

II.2.4) Description of the procurement

The service will be child centred and governed by the Inverclyde GIRFEC Practice

Guidance with a single point referral system and one door philosophy of help and support. It will deliver key strands of activities including but not limited to the following:

- a) One to one counselling and assessment and interventions for children and young people (including intensive interventions /crisis-based work depending on need);
- b) Group work;
- c) Drop in sessions for children & young people in schools;
- d) Improved links with GPs, community link workers and primary care and Child and Adolescent Mental Health Services CAMHS; 2.11.
- e) Support to parents and families to support children and young persons;
- f) Support and consultation for teachers and school staff;
- g) Professional learning and training for teachers and staff to increase capacity and resilience to respond, manage and safety plan for children & young people.
- h) Utilisation of technology to support engagement, virtual approaches and delivery of the service;
- i) Preventative activities with the broader population to raise the profile of the service;
- j) Development and delivery of appropriate promotional and communication media and materials for the service to raise awareness of the service and how to access the service;
- k) Provision of a service throughout the school holidays; and
- l) Link and work collaboratively with existing services.

II.2.5) Award criteria

Quality criterion - Name: Implementation Plan / Weighting: 10

Quality criterion - Name: Service Delivery / Weighting: 25

Quality criterion - Name: Service Delivery Improvement / Weighting: 7.5

Quality criterion - Name: Unforeseen Events / Weighting: 3

Quality criterion - Name: Management and Development of Staff / Weighting: 5

Quality criterion - Name: Outcomes and Reporting / Weighting: 3.5

Quality criterion - Name: Social Value - Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value - Supporting Methodology / Weighting: 1

Quality criterion - Name: Fair Work First / Weighting: 3

Price - Weighting: 40

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

Start date

1 August 2024

End date

31 July 2027

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.2.14) Additional information

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

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

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on

your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

Minimum level(s) of standards possibly required

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:

Employers Liability Insurance - 5M GBP

Public Liability Insurance - 10M GBP with no inner limit for abuse claims - to include a data protection insurance extension limit of indemnity required - 250K GBP

Professional Indemnity Insurance - 1M GBP

Contractor's Cyber Risk Insurance limit of indemnity required - 250K GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Contract which were similar in regards to scope, scale, value and duration.

Minimum level(s) of standards possibly required

TECHNICAL & PROFESSIONAL ABILITY (TECHNICIANS & TECHNICAL BODIES)

All staff appointed to the contract will be required to have an up-to-date enhanced disclosure Scotland PVG carried out at the providers cost before being able to provide these services.

a) Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications. All counselling team staff must be appropriately trained and qualified and accredited / registered by their professional/therapeutic bodies. For example, counselling staff delivering services are accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy).

b) The service provider should conform to agreed professional standards, such as those provided by COSCA and BACP, NMC and current best practice for school-based counselling, specifically in respect of counsellor's qualifications, supervision policy, child

protection policies and continuous professional development and learning.

References may be sought as part of the procurement process.

TECHNICAL & PROFESSIONAL (QUALIFICATIONS)

All counselling team staff must be appropriately trained and qualified and accredited by their professional/therapeutic bodies. 70% of the counselling team must be counselling staff delivering services and be accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy). The remaining 30% of the counselling team workforce require a Professional

Qualification and Registration with a Professional Body and desired experience ie Registered Mental health nurse Registered with NMC and skilled with appropriate interventions , or PMHCW, or recognised professional qualification such as Masters in Psychological therapies for children and Young people ie Child and Adolescent Therapist position. The clinical lead must have the supervision element of the qualification/ capacity and experience to fulfil this requirement for the staff employed above(ie NES supervision training).

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

8 March 2024

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

8 March 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

SPD 4C SUBCONTRACTORS

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

SPD 4D QUALITY MANAGEMENT PROCEDURES

The bidder must hold a UKAs (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO9001 (or equivalent) OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS

18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information") ESPD Health & Safety.

The bidder must hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

TECHNICAL ENVELOPE 2.4 PART A: CHILD PROTECTION POLICY

The bidder must have a documented Child Protection Policy that fully meets the Protection of The Children (Scotland) Act 1995, the Children's Hearings (Scotland) Act 2011 and Children and Young People (S) Act 2014 and the guidance in Protecting Children and Young People: The Charter (Scottish Executive, 2004).

TECHNICAL ENVELOPE 2.5 PART A: COMPLAINTS PROCEDURE

The bidder must comply with Inverclyde Council`s Complaints Handling Procedure.

TECHNICAL ENVELOPE 2.6 PART A: DATA PROTECTION, DATA RETENTION AND SECURE DESTRUCTION

The bidder must demonstrate appropriate compliance with the Data Protection Laws for Data Protection, Data Retention and Secure Destruction by providing a copy of their Policy/Policies

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25894. For more information see:

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

(SC Ref:757151)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House,1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom