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Tender

Provision of Secure Transport for Children and Young People

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2023/S 000-003922

Procurement identifier (OCID): ocds-h6vhtk-03645f

Published 8 February 2023, 4:18pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Lauren Kinnear

Email

lauren.kinnear@edinburgh.gov.uk

Telephone

+44 1315296254

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

<https://www.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.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 Secure Transport for Children and Young People

Reference number

CT0855

II.1.2) Main CPV code

- 85300000 - Social work and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council requires a Provider to deliver a Secure Transport Service for Children and Young People. This Service may be used to transport children and young people who are remanded to secure care through the Courts or for those who are considered to be in need of secure care for their own protection through the Children's Hearings System.

Tenderers are required to ensure that all staff members associated with this Service hold Protection of Vulnerable Groups (PVG) membership which is managed and delivered by Disclosure Scotland. In addition, staff will be required to have an Enhanced Disclosure. Further details of Disclosure Scotland can be found at <https://www.mygov.scot/disclosure-types/>. It will be the ongoing responsibility of the Provider to ensure Disclosure Scotland certification is up to date.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85311300 - Welfare services for children and young people

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The City of Edinburgh Council requires a Provider who can provide the support that meets the requirement for the Provision of Secure Transport for Children and Young People.

This Service does not include the secure transportation of children or young people who have been sentenced via 208 or 205(2) of the Criminal Procedure Scotland Act 1995 as those children or young people are the responsibility of Scottish Ministers and a separate Contract is in place for this.

The Provider shall be responsible for the supervision and secure transfer of children and young people who are the responsibility of the Council and who have been identified as in need of secure transport to keep them or others safe. The provision of the supervision, driver, vehicle and the secure transfer constitute the; 'Secure Transport Service'. The Service will be required between specified locations.

The Service will encompass the following elements:

Supervision and secure transport from Court or Children's Hearing to a secure establishment;

Supervision and secure transport to a Court (where the child or young person is in secure care and is appearing due to charges or as a witness);

Supervision and secure transport from Relevant Premises, on Court or Police Scotland business such as an identification parade or Police interviews;

Supervision and secure transport from Relevant Premises for other proceedings, such as Children's Hearings, as directed by the lead professional;

Supervision and secure transport return to Relevant Premises of children and young people who have absconded and the Police Scotland are not able to return the child or young person; and

Secure supervision and transport between other Relevant Premises either routinely or as

a result of an emergency situation

II.2.6) Estimated value

Value excluding VAT: £250,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

60

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

Please see attached Tender Documents.

Where compulsory professional registration applies to staff associated with this Service, the Provider must ensure that staff are registered in the appropriate part of the Scottish Social Services Council (SSSC) register as required.

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-024278](#)

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

Date

10 March 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

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

Part III: Section A, B, C & D - 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 [for above threshold]/8 and 9 of the Procurement (Scotland) Regulations 2016 (below threshold).

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of 100,000 GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1.10

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than the requested current ratio. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

a. Employers Liability Insurance - 5 million GBP

- b. Public and Product Liability Insurance - 10 million GBP
- c. Professional Liability Insurance - 2 million GBP
- d. Motor Insurance - 5 million GBP

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

CONTRACT SPECIFIC MANDATORY CRITERIA

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

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=715123.

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.

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:

The Council has not set a minimum expectation, you may select Community Benefits from Appendix 1 within the Community Benefits Contract Guidance document or suggest Community Benefits of your choice.

(SC Ref:715123)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=715123

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.