

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004123-2021>

Tender

## **WCC - Direct Payments Service**

Warwickshire County Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-004123

Procurement identifier (OCID): ocids-h6vhtk-029780

Published 2 March 2021, 11:57am

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

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

Warwickshire County Council

Shire Hall, Market Square

WARWICK

CV344SA

#### **Contact**

Manjit Nagra

#### **Email**

[manjitnagra@warwickshire.gov.uk](mailto:manjitnagra@warwickshire.gov.uk)

#### **Telephone**

+44 1926412026

## **Country**

United Kingdom

## **NUTS code**

UKG13 - Warwickshire

## **Internet address(es)**

Main address

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

Buyer's address

[www.warwickshire.gov.uk/procurement](http://www.warwickshire.gov.uk/procurement)

## **I.3) Communication**

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

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.csw-jets.co.uk](http://www.csw-jets.co.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**

WCC - Direct Payments Service

Reference number

WCC - 10112

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

- 85300000 - Social work and related services

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

Services

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

Warwickshire County Council wish to commission a single provider for a countywide Direct Payments service. Direct Payments are monetary payments made to individuals who request to receive a payment to meet some or all of their eligible care and support needs.

The service consists of Payroll and Managed Accounts, and Personal Assistants Recruitment and Employment Support Service.

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

Value excluding VAT: £2,600,780

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

This contract is divided into lots: No

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

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

NUTS codes

- UKG13 - Warwickshire

Main site or place of performance

Generally within the County Council boundaries of Warwickshire County Council, but also maybe outside its boundaries.

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

Warwickshire County Council wish to commission a single provider for a countywide Direct Payments service. Direct Payments are monetary payments made to individuals who request to receive a payment to meet some or all of their eligible care and support needs.

The service consists of Payroll and Managed Accounts, and Personal Assistants Recruitment and Employment Support Service.

The Payroll and Managed Accounts service will enable customers to employ their own Personal Assistants either directly or via an agency. This will include provision of advice, information and support with all aspects of payroll, and will also include advice and guidance with regard to meeting pension auto-enrolment requirements.

The Personal Assistants Recruitment and Employment Support Service is for customers who require support to identify, recruit and employ Personal Assistants successfully, and to provide ongoing employment related support.

During the course of the contract period the range and scope of these services may be subject to modification and variation as necessary to meet the changing needs and requirements of the Council and the changing demands placed on the Council by its customers. These changes may include (but are not limited to) increases or decreases in funding, new initiatives, necessary additional services not identified at the time of tendering.

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

Duration in months

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

All as detailed in the tender documentation.

The Council will undertake its financial assessment of the tendering organisation (and if considered necessary by the Council, any partners within a consortium bid) based on its own evaluation of the Tenderers most recent 2 years accounts (or if 2 years accounts are not available, equivalent evidence which confirms financial viability). The assessment of accounts will be supported by an independent credit reference report from Creditsafe where this is available. The Council may also impose a Bond or Performance Guarantee on the successful Tenderer.

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

#### **III.2.2) Contract performance conditions**

As detailed in the tender documentation.

---

## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.10) Identification of the national rules applicable to the procedure**

Information about national procedures is available at:

<https://www.legislation.gov.uk/uksi/2015/102/contents/made>

#### **IV.1.11) Main features of the award procedure**

All detailed within the tender documentation.

### **IV.2) Administrative information**

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

Date

30 March 2021

Local time

10:00am

#### **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**

Electronic ordering, invoicing and payment may be used.

Warwickshire County Council will be using its e-tendering system (CSW-JETS) for the administration of this procurement process. Providers must register with the system (if they haven't previously done so) in order to be able to express an interest in the project and download documents. The web address for CSW-JETS is [www.csw-jets.co.uk](http://www.csw-jets.co.uk). Registration and use of CSW-JETS is free. If you are having trouble registering with CSW-JETS, please email us at [procurement@warwickshire.gov.uk](mailto:procurement@warwickshire.gov.uk) or call 01926 412026. All correspondence or clarifications relating to this procurement must be submitted via the CSW-JETS correspondence function. Providers must register on CSW-JETS and express an interest in this project in order to be able to correspond with us about this procurement.

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

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

High Court for England and Wales

London

Country

United Kingdom