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Tender

## **School-Based Counselling Service**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2021/S 000-004347

Procurement identifier (OCID): ocds-h6vhtk-029855

Published 4 March 2021, 1:48pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Contact**

Megan Boyle

#### **Email**

[megan.boyle@renfrewshire.gov.uk](mailto:megan.boyle@renfrewshire.gov.uk)

#### **Telephone**

+44 3003000300

## **Country**

United Kingdom

## **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

## **I.3) Communication**

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

School-Based Counselling Service

Reference number

RC-CPU-20-364

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

- 85312320 - Counselling services

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

Services

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

Renfrewshire Council are seeking to appoint a single provider to deliver a School-Based Counselling Service.

#### **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

Main site or place of performance

Renfrewshire

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

Renfrewshire Council is seeking to appoint a single provider to deliver Counselling Services within 3 primary schools, a campus (containing 2 primary schools) and 1 secondary establishment for a period of 12 months with the option to extend for an additional 12 months pending funding and at the sole discretion of the Council.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Optional 12 Month extension subject to funding and at the sole discretion of the Council.

#### **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**

Further information on the specific weightings can be found in the tender documentation.

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

All school-based Counsellor managers must be appropriately trained and qualified and accredited by their professional/therapeutic bodies. For example, accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy).

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Providers will be required to hold a Dun & Bradstreet (D&B) failure score of 20 or above, where a provider does not hold a failure score two (2) years audited accounts will be 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 of insurance indicated below.

Employers Liability - 5,000,000 FIVE MILLION POUNDS

Public Liability - 5,000,000 FIVE MILLION POUNDS

Professional Indemnity - 1,000,000 ONE MILLION POUNDS (in the aggregate)

Statutory Third Party Motor Vehicle Insurance

Minimum level(s) of standards possibly required

Dun and Bradstreet Failure Score - Minimum 20

Employers Liability - 5,000,000 FIVE MILLION POUNDS

Public Liability - 5,000,000 FIVE MILLION POUNDS

Professional Indemnity - 1,000,000 ONE MILLION POUNDS (in the aggregate)

Statutory Third Party Motor Vehicle Insurance

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

List and brief description of selection criteria

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 school-based Counsellor managers must be appropriately trained and qualified and accredited by their professional/therapeutic bodies. For example, 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, 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.

Minimum level(s) of standards possibly required

a) Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications. All school-based Counsellor managers must be appropriately trained and qualified and accredited by their professional/therapeutic bodies. For example, accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy).

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

All school-based Counsellor managers must be appropriately trained and qualified and accredited by their professional/therapeutic bodies. For example, accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy).

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

The Contract will be subject to the Council's Contract Management Procedures

### **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.1.8) 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

7 April 2021

Local time

12:00pm

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 3 September 2021

**IV.2.7) Conditions for opening of tenders**

Date

7 April 2021

Local time

12:00pm

Information about authorised persons and opening procedure

The tender will be opened by authorised officers of the Council.



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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**

Comply with the Specification; General Terms and Conditions of Contract; Special Conditions

TUPE may apply

A documented Quality Management standard should be evidenced.

Tenderers must provide Health and Safety Questionnaire, Risk Assessments, Training Matrix, Signed and Dated Health and Safety Policy.

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Public Liability - 5,000,000 GBP FIVE MILLION POUNDS

Professional Indemnity - 1,000,000 GBP ONE MILLION POUNDS (in the aggregate)

Statutory Third Party Motor Vehicle Insurance

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17960. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Details on Community Benefits can be found in the Tender Documents

(SC Ref:646103)

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

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

Paisley Sheriff Court and Justice of the Peace Court

St. James Street

Paisley

PA3 2HW

Country

United Kingdom

Internet address

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

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland)

Regulations 2015 (SSI 2015/446) (as amended) may bring proceedings in the Sheriff Court or Court of Session.