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Tender

## **Independent Advocacy Services - Adult Services**

Renfrewshire Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-005800

Procurement identifier (OCID): ocids-h6vhtk-029e19

Published 22 March 2021, 4:32pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Email**

[alexandra.donaldson@renfrewshire.gov.uk](mailto:alexandra.donaldson@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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

**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**

Independent Advocacy Services - Adult Services

Reference number

RC-CPU-20-268

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

- 85000000 - Health and social work services

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

Services

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

The Council is seeking to appoint a Provider to deliver an Independent Advocacy Service - Adults within Renfrewshire.

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 85300000 - Social work and related services
- 98000000 - Other community, social and personal services
- 85310000 - Social work services
- 85320000 - Social 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 provide Independent Advocacy Services for Adults within Renfrewshire.

The Mental Health (Care and Treatment) (Scotland) Act 2003 imposed a duty on local authorities and health boards to collaborate to ensure the availability of independent advocacy services in their area.

Independent Advocacy plays an important role in supporting people to express their views and in providing a source of support which gives them the confidence to speak out.

Prospective providers must meet the selection criteria as detailed in this contract notice and also meet the required technical criteria as detailed in the Tender Documents.

The contract will be for a period of 3 years with the option to extend for a further period of up to 12 months.

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

Duration in months

36

#### **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**

The Service must be based in an accessible and welcoming office, paid for and furnished by the Provider and situated at a central location in the Renfrewshire Council area, preferably in Paisley that is easily reached by all forms of public and individual transport

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## **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

Providers must have a current Health and Safety Policy & risk assessments, Policies updated to include Covid-19 measures.

Criteria - Weighting:

Technical Envelope (quality criteria) 70%

Commercial Envelope (price criteria) 30%

Further detail on Selection Criteria for each lot can be found in section "VI.3) Additional Information" of this Contract Notice.

### **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) Form of procedure**

Open procedure

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

Open Procedure

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

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

Date

26 April 2021

Local time

12:00pm

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

English

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## **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**

Tenderers are required to:

Complete the SPD;

Provide their organisation's "general" yearly turnover for the last 2 financial years.

The Council will use Dun & Bradstreet (D&B) to assist in its determination of the organisation's financial status and risk. The Council would expect Tenderers to have a minimum D&B Failure Score of 20%, however failure to meet this Failure Score would not necessarily merit a 'FAIL' as the D&B Failure Score is only one factor used by the Council in assessing the acceptability or otherwise of a Tenderer's financial status. The Council will take into account the Tenderer's response to the SPD Part 1V Question 4B.1.1

It is recommended that tenderers review their own D&B Failure Score in advance of submitting their tender submission. If, following this review, Tenderers consider that the D&B Failure Score does not reflect their current financial status, the tenderer should attach a document to this section giving a detailed explanation together with any relevant supporting independent evidence. The Council will review any such information as part of the evaluation of Tenderer's financial status.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a D&B Failure Score or equivalent rating, they must provide their audited financial accounts for the previous 2 years as part of their Tender Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake any Contract of this size. Where a consortium bid is received, the D&B Failure Score of each consortium member shall be assessed. Any accounts or documents submitted must be in English and, if appropriate, certified as accurate translations.

Where the Tenderer is a subsidiary of a group but is applying as a separate legal entity and fails to meet the minimum D&B Failure Score (or equivalent) as a company, a parent

company or bank guarantee may be required to allow progression in the tender process. The Council will be the sole judge as to whether these are required and it shall notify Tenderers accordingly. The parent company or bank guarantee must meet the minimum financial requirements as assessed by the Council and must be in the form requested by the Council.

Comply with the General Conditions of Contract and associated Special Conditions and Service Specification;

Confirm if managerial staff and those delivering the service are PVG checked.

Insurances:

Employers Liability Insurance 5,000,000 FIVE MILLION POUNDS

Public Liability Insurance with appropriate extension for administering medication  
5,000,000 FIVE MILLION POUNDS

Professional Indemnity Insurance - 2,000,000 TWO MILLION POUNDS

Statutory Third Party Motor Vehicle Insurance

Quality management policy.

Community benefits are included in this requirement

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17396.  
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 for Community Benefits can be found in the tender documentation

(SC Ref:648382)

#### **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

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.