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Tender

## **Student Assistance Services**

APUC LIMITED

F02: Contract notice

Notice identifier: 2022/S 000-006222

Procurement identifier (OCID): ocds-h6vhtk-031ee7

Published 7 March 2022, 10:13pm

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

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

APUC LIMITED

Unit 27, Stirling Business Centre, Wellgreen

STIRLING

FK82DZ

#### **Contact**

Stephen Connor

#### **Email**

[sconnor@apuc-scot.ac.uk](mailto:sconnor@apuc-scot.ac.uk)

#### **Telephone**

+44 7904908770

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.apuc-scot.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10402)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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 to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Student Assistance Services

Reference number

SEC 1005 AP

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

- 85312320 - Counselling services

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

Services

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

This framework aims to cover a range of student assistance services. This includes Clinical Support, Therapeutic Group Sessions, Workshops, Online Support and Assistance Services, App based Information and Support as well as a Crisis Helpline

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

Value excluding VAT: £3,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Clinical Support including Counselling Services

Lot No

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

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

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

NUTS codes

- UKM - Scotland

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

Clinical Support including counselling services including, but not limited to, a range of counselling services on a one-on-one basis given via secure video conferencing, telephone and in a face-to-face setting.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Service Delivery - Methodology / Weighting: 20

Quality criterion - Name: Knowledge and Expertise / Weighting: 15

Quality criterion - Name: Proposed Resource and Contingency / Weighting: 10

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will be an initial period of 2 years. The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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

#### **II.2.1) Title**

Therapeutic Group Sessions and Group Counselling

Lot No

2

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

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

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

NUTS codes

- UKM - Scotland

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

Facilitation and management of in person therapeutic group sessions and group counselling sessions

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

Quality criterion - Name: Operation & Management of the Framework Agreement /  
Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Service Delivery - Methodology / Weighting: 20

Quality criterion - Name: Knowledge and Expertise / Weighting: 15

Quality criterion - Name: Proposed Resource and Contingency / Weighting: 10

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Group Workshops on Psychoeducation

Lot No

3

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

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

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

NUTS codes

- UKM - Scotland

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

Delivery and facilitation of in person group workshops on psychoeducation

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Service Delivery - Methodology / Weighting: 20

Quality criterion - Name: Knowledge and Expertise / Weighting: 15

Quality criterion - Name: Proposed Resource and Contingency / Weighting: 10

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Online Support and Assistance Services

Lot No

4

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

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

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

NUTS codes

- UKM - Scotland

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

Provision of online peer to peer web portal and online knowledge hub for students.

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

Quality criterion - Name: Operation & Management of the Framework Agreement /  
Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Method Statement on the delivery of a peer to peer Web Portal /  
Weighting: 22.5



Quality criterion - Name: Method Statement on the delivery of a Online Knowledge Hub /  
Weighting: 22.5

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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

#### **II.2.1) Title**

App based Information and Support

Lot No

5

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

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

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

NUTS codes

- UKM - Scotland

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

The provision of information and support to students accessible through an app via devices.

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Method Statement / Weighting: 45

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Out of Hours Crisis Helpline (24/7 or as required)

Lot No

6

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

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

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

NUTS codes

- UKM - Scotland

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

The provision of an out of hours crisis intervention service, in the form of, as a minimum a 24-hour helpline (or as required) with a referral system

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

Quality criterion - Name: Operation & Management of the Framework Agreement / Weighting: 7.5

Quality criterion - Name: Responsible Procurement / Weighting: 7.5

Quality criterion - Name: Data Protection Risks / Weighting: 10

Quality criterion - Name: Service Delivery - Methodology / Weighting: 20

Quality criterion - Name: Knowledge and Expertise / Weighting: 15

Quality criterion - Name: Proposed Resource and Contingency / Weighting: 10

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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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

Counsellors and all Service Provider Personnel attending any Institutions or interacting with students sites must have PVG Scheme Membership. This is a minimum requirement and Bidders are asked to confirm membership in their response to the Single Procurement Document (SPD).

Key Personnel to be qualified members of British Association for Counselling and Psychotherapist (BACP), UK Council for Psychotherapy (UKCP) or equivalent

Key Personnel to be a chartered Counselling/Clinical psychologist and member of the British Psychological Society (BPS) and also hold registration with The Health and Care Professions Council (HCPC);

These are minimum requirements and Bidders are asked to confirm membership in their response to the Single Procurement Document (SPD).

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

List and brief description of selection criteria

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance\* = GBP 5 Million

Public Liability Insurance = GBP 5 Million

Professional Indemnity Insurance = GBP 2 Million

Please refer to Part IV Selection Criteria: Questions within 4B.5 of the SPD

The successful tenderer will be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement

Please refer to Part IV Selection Criteria: Questions within 4B.6 of the SPD

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

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

##### **SUBMISSION OF MANAGEMENT INFORMATION**

Prior to the commencement of the Framework Agreement, the Contractor will provide the Authority with contact details of the Management Information contact who will be provided with a template spreadsheet/reporting schedule along with a username and password for the management information website <http://www.ucsp.ac.uk/>

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter by logging into the website and uploading the template document. If there has been no spend for the quarter then this will still require you to log in and record a nil spend return.

Following the beginning of each new academic year the Authority will provide the Contractor with a new template along with the reporting schedule.

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## **Section IV. Procedure**

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

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

Open procedure

**IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 30

**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 April 2022

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: 31 August 2022

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

Date

8 April 2022

Local time

1:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2024

### **VI.3) 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.

The following should be submitted prior to award. It is for information only and will not be scored.

Form of Tender

Please confirm that you will be in a position to submit prior to award "Appendix A - Form of Tender" in the Technical Questionnaire in PCS-Tender.

Freedom of Information

Please confirm that you will be in a position to submit prior to award "Appendix B - Freedom of Information" if applicable in the Technical Questionnaire in PCS-Tender.

Sustain Supply Chain Code of Conduct

Please confirm that you will be in a position to submit prior to award "Appendix D - Sustain Supply Chain Code of Conduct" in the Technical Questionnaire in PCS-Tender.

General Data Protection Regulation

Please confirm that you will be in a position to submit prior to award "Appendix G - GDPR Contractor Assessment Form" in the Technical Questionnaire in PCS-Tender.

Please confirm that you will be in a position to submit prior to award SCM RP Section 1/Appendix H

For Information only

List of Institutions - Appendix E

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19220. For more information see:

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

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:

Community benefits or social value that will be delivered through this Framework Agreement will be training opportunities, apprenticeships, subcontractor opportunities or investment in the local community.

(SC Ref:683055)

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

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

Stirling Sheriff Court and Justice of the Peace Court

Sheriff Court House, Viewfield Place

Stirling

FK8 1NH

Email

[stirling@scotcourts.gov.uk](mailto:stirling@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>

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

Precise information on deadline(s) for review procedures



Under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.