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Tender

## **The Provision of Short Breaks for Disabled Children and Young People who have Complex Care Needs**

The City of Edinburgh Council  
West Lothian Council  
East Lothian Council  
Midlothian Council

F21: Social and other specific services – public contracts  
Contract notice  
Notice identifier: 2021/S 000-006380  
Procurement identifier (OCID): ocds-h6vhtk-02a05d  
Published 29 March 2021, 2:56pm

The closing date and time has been changed to:

**7 May 2021, 12:00pm**

See the [change notice](#).

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

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

The City of Edinburgh Council  
Waverley Court, 4 East Market Street  
Edinburgh  
EH8 8BG

**Contact**

Cameron Garland

**Email**

[cameron.garland@edinburgh.gov.uk](mailto:cameron.garland@edinburgh.gov.uk)

**Telephone**

+44 1315296251

**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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.1) Name and addresses**

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

**Email**

[cpu@westlothian.gov.uk](mailto:cpu@westlothian.gov.uk)

**Telephone**

+44 1506281814

**Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<https://www.westlothian.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**I.1) Name and addresses**

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

**Email**

[procurement@eastlothian.gov.uk](mailto:procurement@eastlothian.gov.uk)

**Telephone**

+44 1620827827

**Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00181](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181)

**I.1) Name and addresses**

Midlothian Council

Midlothian House, Buccleuch Street

Dalkeith

EH22 1DN

**Email**

[procurement@midlothian.gov.uk](mailto:procurement@midlothian.gov.uk)

**Telephone**

+44 1312707500

**Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00336](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00336)

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

The contract involves joint procurement

**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 Agency/Office

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

The Provision of Short Breaks for Disabled Children and Young People who have Complex Care Needs

Reference number

CT2755

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

- 85310000 - Social work services

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

Services

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

The service is to provide over night short breaks support for children with Severe Intellectual Disability (ID) and Autism Spectrum Disorder ( ASD).

The children are referred from 4 Local Authorities (East Lothian, Midlothian, West Lothian, City of Edinburgh Council) and range in age from 5-18years. They all have Behavioural Support Plans and there requires to be support and advice given by a Clinical Psychologist to assist in the delivery of the support. It is expected that the staffing ratio of 1 staff to 1 child will be required to support this group of children.

The provider will need to be Care Inspectorate registered, have staff qualified at SVQ level 3 and with an HNC and have a strong management team to support staff working with this cohort of children.

The provider needs to also have a building that can accommodate single rooms for seven children along with appropriate staff facilities. This needs to be approximately within a 35 miles radius from the borders of West and East Lothian.

The building also needs to be adapted to ensure a safe and caring environment for the children – this needs to include windows and doors that are reinforced, secure furniture, a secure garden with appropriate play equipment, space for medical equipment and secure storage of medication.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The service is to provide over night short breaks support for children with Severe Intellectual Disability (ID) and Autism Spectrum Disorder ( ASD). This tender process, and award of an initial 5-year contract (with 5-year extension option) will give the commissioning local authorities and families confidence in the continuity of service. It will also enable the provider to plan for the service on a long-term basis with confidence.

### **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

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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

Economic and Financial Standing:

Minimum level(s) of standards required:

- A minimum “general” annual turnover of 1.9M GBP for each of the last two financial years.
- A current ratio of at least 1.20 in each of the last two financial years.

### **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

Care Inspectorate registration is required for this contract.

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## **Section IV. Procedure**

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

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

Procedure involving negotiation

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

The Contract will be awarded on the basis of the Most Economically Advantageous Tender with 70% of the overall evaluation score given to quality and 30% of the overall evaluation score given to price (cost:quality ratio).

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

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

Originally published as:

Date

3 May 2021

Local time

12:00pm

Changed to:

Date

7 May 2021

Local time

12:00pm

See the [change notice](#).

#### **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**

The following insurances are required as part of this contract:

(a) public liability insurance with a limit of indemnity of not less than 10,000,000 GBP in relation to any one claim or series of claims;

(b) employer's liability insurance with a limit of indemnity of not less than 5,000,000 GBP or such higher amount as may be in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims;

(c) professional indemnity insurance with a limit of indemnity of not less than 5,000,000 GBP in relation to any one claim or series of claims and shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover;

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=649071](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=649071).

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](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.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Not applicable.

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:

Please see attached community benefits guidance document.

(SC Ref:649071)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom