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Tender

## **Fitness to Practise Wellbeing Assistance Programme**

Social Care Wales

F02: Contract notice

Notice identifier: 2022/S 000-006881

Procurement identifier (OCID): ocids-h6vhtk-03217b

Published 14 March 2022, 3:48pm

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

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

Social Care Wales

South Gate House, Wood Street

Cardiff

CF10 1EW

#### **Email**

[procurement@socialcare.wales](mailto:procurement@socialcare.wales)

#### **Telephone**

+44 3003033444

#### **Country**

United Kingdom

## **NUTS code**

UKL - Wales

## **Internet address(es)**

Main address

<http://www.socialcare.wales>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0289](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0289)

## **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

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

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

Other type

Welsh Government Sponsored Body

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

Other activity

Social Care Regulation

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## **Section II: Object**

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

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

Fitness to Practise Wellbeing Assistance Programme

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

- 85312300 - Guidance and counselling services

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

Services

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

Social Care Wales are seeking to appoint a supplier to deliver a pilot Fitness to Practise Wellbeing Assistance Programme for those involved in and impacted by the Fitness to Practise process. This non-exhaustive list will consist of registered persons, referrers, complainants, witnesses and panel members, across Wales.

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

Value excluding VAT: £125,000

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

This contract is divided into lots: No

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

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

- 85312300 - Guidance and counselling services
- 85312310 - Guidance services
- 85312320 - Counselling services

- 75122000 - Administrative healthcare services
- 72253000 - Helpdesk and support services

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

NUTS codes

- UKL - Wales

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

For the purposes of this commission, the aim is to provide a comprehensive and flexible service to promote and contribute to the good wellbeing of those (non-employees of Social Care Wales) who are impacted by the Fitness to Practise and Hearing process. The Wellbeing Assistance Programme is expected to be accessed by 500 people during the 12 month pilot. There are on average 300 open Fitness to Practise investigations going through the process at any one time. The service will be offered to registered persons three months after their case has been closed, to ensure they have continued support during an appeals process.

The supplier shall operate a friendly, efficient, autonomous and confidential service, delivered, by flexible, committed and professional staff.

The Wellbeing Assistance Programme must principally support those impacted by the process by supporting and promoting positive wellbeing. A fully functional Wellbeing Assistance Programme should be a valuable tool in helping to achieve this, whether the presenting issue is work related or otherwise.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £125,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The contract will initially run for 12 months, commencing no later than 1 May 2022.

There is the possibility of being extended for a further 24 months, up to a total period of 36 months (3 years). A break clause will be in place after each 12 month milestone to review service continuation to include budget allocation and costing models.

## **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

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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

No element of the service should be chargeable and must be in line with the HMRC's exemption for welfare counselling <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21845> and must also take account of HMRC's rules in relation to 3rd party gifts <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21715>

Any provision should be delivered in line with the financial and legal elements of a core

Assistance Programme with further guidance available at <https://www.eapa.org.uk/eap-resources/>

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

Minimum level(s) of standards possibly required

The service will be based on the following principles:

- the Supplier holds the relevant accreditations to deliver the programme
- the Supplier employees delivering services as part of the programme are qualified and competent including up to date knowledge and skills, with on-going support and supervision to maintain the required level of competence
- support offered is confidential
- there is appropriate access for those with a disabilities
- support is appropriate for the geographical needs of the referral and takes in-to account the ability of the referral's ability to travel
- an appropriate response is given in relation to the presenting issue
- counselling support is offered in a fully bi-lingual manner that affords lan-guage choice
- notes or records kept are done so in line with the General Data Protection Regulation (GDPR), the Data Protection Act and the British Association for Counselling and Psychotherapy (BACP) standards

## **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

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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: No

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

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

Date

25 March 2022

Local time

12:00pm

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

English, Welsh

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

Duration in months: 2 (from the date stated for receipt of tender)

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

Date

25 March 2022

Local time

12:00pm

Place

Social Care Wales Procurement Team - Remote

Information about authorised persons and opening procedure

Social Care Wales's Procurement Officer to open electronic PostBox

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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 invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

See Tender Pack documents

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=118959](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=118959).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

(WA Ref:118959)

The buyer considers that this contract is suitable for consortia.

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



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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom