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Tender

## **Financial Capability and Housing Support Services**

Caerphilly County Borough Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2022/S 000-007336

Procurement identifier (OCID): ocids-h6vhtk-032342

Published 17 March 2022, 3:55pm

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

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

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Email**

[bakerrd@caerphilly.gov.uk](mailto:bakerrd@caerphilly.gov.uk)

#### **Telephone**

+44 1443864547

#### **Fax**

+44 1443863167

#### **Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

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://supplierlive.proactisp2p.com/account/login>

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

Regional or local authority

**I.5) Main activity**

Other activity

Housing Support

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## **Section II: Object**

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

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

Financial Capability and Housing Support Services

Reference number

CCBC/PS2217/22/RB

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

- 98000000 - Other community, social and personal services

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

Services

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

Caerphilly County Borough Council (CCBC) are seeking to appoint an organisation to deliver a holistic specialist debt and benefit support service for people aged 16 years and over living in the Caerphilly Borough. Client categories (list not exhausted) will include.

- Individuals with disabilities i.e. mental health, physical disabilities, dementia, brain injuries etc.
- Individuals with learning disabilities / developmental disorders
- Families with support needs
- Individuals with complex needs i.e. drugs and alcohol issues
- Single people
- Any individual aged 16 years and over requiring support to manage their finances
- Individuals at risk of losing their tenancy due to financial concerns inclusive of rent arrears

The service will be funded via both the Housing Support Grant (HSG) and Families First (CCG).

Full Details are in the ITT

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

Value excluding VAT: £880,000

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

This contract is divided into lots: No

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

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

- 98000000 - Other community, social and personal services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly CBC

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

Financial Capability and Housing Support Services for all individuals 16 and over, across any tenure to prevent homelessness and provide support services.

The aim of the service is to enable individuals to manage their finances independently, whether this be through financial capability / budgeting sessions, applying for social benefits or managing debt and looking for viable debt solution options.

This specification is outcome based and the Service Provider is expected to offer an innovative and creative solution to meet support needs, ensuring all possible outcomes are achieved as a priority whilst also seeking value for money, providing for the following packages of support. They also need to offer efficient savings over a longer period of time, ensuring that as people become more independent and need less support, the packages of support are tapered down to reflect this.

Full details can be found in the ITT

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

Duration in months

24

### **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 initial contract period is from the 01 August 2022 - 31 July 2024 with the option to extend for up to a further period of twenty four (24) months reviewed after twelve (12) months. The value of the contract advertised is the initial two years and including any options to extend

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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

The procurement process for this arrangement shall follow a three-stage process

##### **Stage One - Selection Stage**

Providers will need to pass all pass / fail questions and achieve a score of 6 or more in line with the scoring methodology to proceed to stage two - tender response

##### **Stage Two - Award Stage - Tender Response**

This stage will be evaluated using the Most Economical Advantageous Tender (MEAT) criterion, structured as

Price 20% / Quality 80%

The quality aspect will be divided into categories consisting of:

Social Value 10%

Tender Response 10%

Interview 45%

Case Study 15%

All questions in the tender response / interview and case study shall be scored out of 10 marks per question and provider's must achieve a score of 6 or more in line with the scoring methodology for each question. Failure to achieve shall result in being eliminated from the process.

Please note the Social Value document contained in the tender pack for guidance on evaluation.

Full details are in the ITT

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## **Section IV. Procedure**

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

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

Open procedure

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

Full details can be found in the ITT and tender pack

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

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

Date

22 April 2022

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.3) Additional information**

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT

REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

1. Log in to the Proactis Supplier Portal at:

<https://supplierlive.proactisp2p.com/Account/Login> ;

2. Click the 'Sign Up' option on the Portal homepage (If already registered go to point 11);

3. Enter your correct Organisation Name, Details and Primary Contact Details;

4. Make a note of the Organisation ID and User Name, then click 'Register';
5. You will then receive an email from the system asking you follow a link to activate your account;
6. Enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that you enter all applicable details;
7. In the Classification section ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes specific to your organisation are added to your profile;
8. Buyer Selection — At this stage you are required to indicate which Buyer Organisations you would like to register with. Remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities;
9. Terms and Conditions — Read the terms and conditions of the use of this Supplier Portal and tick the box to denote you have read and understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have agreed click on the blue arrow to move on to the next stage;
10. Insert a password for the admin user and repeat it. The password Must be between 6 and 50 characters in length. It must contain at least 2 number(s). Once completed select 'Complete Registration' and you will enter the Supplier Home page;
11. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed. Click on the blue arrow under the field 'Show Me' of the relevant opportunity then click to register your  
interest on the applicable button;
12. Refresh your screen by clicking on the opportunities icon located on the left hand side, to view the opportunity click the blue arrow;
13. Note the closing date for completion of the relevant project. To find all available documentation drop-down the 'Request Documents' option and click to download all documents;
14. You can now either complete your response or 'Decline' this opportunity. All queries are to be made via the messaging system on the Proactis portal. We will not accept any questions/queries via telephone/email.

A supplier guide is available via the portal detailing how to use the Proactis Plaza system.



If you require assistance please contact Jemma Ford. 01443 863163;  
[fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk) or the procurement team on 01443 863161.

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=119206](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=119206).

(WA Ref:119206)

## **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