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Tender

## **CE-26-21 - Delivery of a Homelessness Prevention, Advice & Advocacy Service**

South Ayrshire Council

F02: Contract notice

Notice identifier: 2021/S 000-007367

Procurement identifier (OCID): ocids-h6vhtk-02a438

Published 9 April 2021, 12:05pm

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

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

South Ayrshire Council

County Buildings, Wellington Square

Ayr

KA7 1DR

#### **Email**

[procurement@south-ayrshire.gov.uk](mailto:procurement@south-ayrshire.gov.uk)

#### **Telephone**

+44 3001230900

#### **Country**

United Kingdom

#### **NUTS code**

UKM94 - South Ayrshire

**Internet address(es)**

Main address

<http://www.south-ayrshire.gov.uk/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00405](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00405)

**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**

CE-26-21 - Delivery of a Homelessness Prevention, Advice & Advocacy Service

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

- 70333000 - Housing services

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

Services

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

The principal objectives of this Homelessness Prevention, Advice and Advocacy contract are to:

- Deliver housing related advice, assistance and information to customers across all tenures that will assist in the prevention of homelessness.
- Maximise levels of tenancy sustainment in South Ayrshire through the provision of pro-active and responsive specialist housing advice and information across all tenures.
- Contribute to tackling poverty and inequality across the local authority area.
- Provide a Housing Advice Service in selected prisons to support homelessness prevention.
- Deliver homelessness and housing education across local secondary schools as a type of universal homelessness prevention.
- Promote the citizenship of the people who access the service.
- Promote digital inclusion and participation by developing digital skills and confidence.
- Work in partnership with South Ayrshire Council to develop new approaches to Homelessness Prevention and remain up-to-date with developments in National Homelessness Prevention Policy.

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

Value excluding VAT: £1,296,680

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

This contract is divided into lots: No

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

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

- 75123000 - Administrative housing services
- 85300000 - Social work and related services
- 85311000 - Social work services with accommodation
- 85000000 - Health and social work services
- 70331000 - Residential property services
- 70200000 - Renting or leasing services of own property

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

NUTS codes

- UKM94 - South Ayrshire

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

The principal objectives of this Homelessness Prevention, Advice and Advocacy contract are to:

- Deliver housing related advice, assistance and information to customers across all tenures that will assist in the prevention of homelessness.
- Maximise levels of tenancy sustainment in South Ayrshire through the provision of pro-active and responsive specialist housing advice and information across all tenures.
- Contribute to tackling poverty and inequality across the local authority area.
- Provide a Housing Advice Service in selected prisons to support homelessness prevention.
- Deliver homelessness and housing education across local secondary schools as a type of universal homelessness prevention.

- Promote the citizenship of the people who access the service.
- Promote digital inclusion and participation by developing digital skills and confidence.
- Work in partnership with South Ayrshire Council to develop new approaches to Homelessness Prevention and remain up-to-date with developments in National Homelessness Prevention Policy.

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

#### **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

2 years (+1)(+1)

#### **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

It is a requirement of this procurement that Tenderers hold, or can commit to obtain, prior to the commencement of any subsequently awarded Contract, the accreditations indicated below:

- Service Providers must be accredited to deliver specialist housing advice and information at Type 3 level of Scotland's National Standards for Information and Advice.
- Service Providers must be registered with the Care Inspectorate to provide Housing Support Services
- Staff will be registered with The Scottish Social Services Council (SSSC)

Evidence for this requirement will be requested at the "Request For Documentation" Stage.

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

List and brief description of selection criteria

It is a requirement of this procurement that Tenderers hold, or can commit to obtain, prior to the commencement of any subsequently awarded Contract, the insurance and financial requirements indicated below:

Insurances:

Employers Liability Insurance (Compulsory) = 10 million GBP in respect of each claim without limit to the number of claims.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims.

Motor Vehicle Insurance = Minimum Third Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Professional Indemnity Insurance = 1 million GBP in aggregate without limit to the number of claims.

Evidence for insurance requirements will be requested at the “Request For Documentation” Stage.

Documentation requested for the above insurances will include the names of insurers, policy numbers, expiry dates, limits of any one incident, annual aggregate caps, excesses and claims handling procedures.

Financial Standing:

The Council will access a Creditsafe report for a Tenderer's organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing.

In the event that this analysis is unavailable or unsatisfactory the Council will request the following information below:

A copy of the organisation's audited accounts or equivalent for the most recent 2 years, along with details of any significant changes since the last year end.

OR

A statement of the organisation's turnover; profit and cash flow for the most recent full year of trading or where a full year trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format Tenderers may be required to provide an end of period balance sheet or make the response specified below.

OR

If Tenderers are unable to provide the information requested above, they may be required to provide additional information and documentation that will give the Authority the assurance that they are capable of carrying out any subsequent awarded contract. For example, a statement of their organisation's cash flow forecast for the current year and a letter from the organisation's bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.

Once the Council has received and considered such financial information as is made available in line with the requirements above, the Council shall have discretion to ask Tenderers to provide either a parent company guarantee and/or a guarantee from an agreed financial institution as it considers appropriate (acting reasonably).

In the event that additional measures are requested, the Council shall, in its sole discretion, determine the terms of those measures that it deems as acceptable. If Tenderers cannot provide measures to the satisfaction of the Council then their

submission may be rejected.

Evidence for this requirement may be requested at the “Request For Documentation” Stage.

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

List and brief description of selection criteria

Tenderers will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the Delivery of a Housing Support Service to 16-25yr olds. The below requirements will be requested at the “Request For Documentation” Stage:

Two (2) examples of the provision of similar services may be requested and must be from within the last 3 years for goods and services and within the last 5 years of work contracts.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

Tenderers may also be required to provide:

#### **Technical Skills**

A statement of the relevant professional and technical skills available within your organisation; or where applicable, consortium members and/or named sub-contractors in relation to this procurement exercise.

#### **Guidance**

The buyer will use the information you provide to evaluate whether your organisation; consortium members and/or named sub-contractors have the relevant professional and technical skills required for this procurement exercise.

#### **Technical Resources**

A statement of the relevant technical resources such as the tools, plant, facilities and technical equipment available to your organisation, or where applicable, consortium members and/or named sub-contractors in relation to this procurement exercise.

#### **Guidance**

The buyer will use the information you provide to evaluate whether your organisation;



consortium members and/or named sub-contractors have the relevant technical resources for this procurement exercise.

#### Technical Confirmation

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

#### Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

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

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

See PCS Tender documents

#### **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: Yes

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

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

Date

14 May 2021

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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

14 May 2021

Local time

12:00pm

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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: February 2025

### **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**

See PCS Tender documents

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18393.  
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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

This procurement will include a Community Benefit requirement.

It has become clear that there is scope within the Procurement Reform (Scotland) Act 2014 which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of your tender response, Tenderers are requested to provide an outline of all

community benefits they can offer for this contract.

(SC Ref:650325)

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

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

Ayr Sheriff Court

Ayr

Country

United Kingdom