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Tender

## **SLC - Independent Adult Advocacy Services**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2023/S 000-007545

Procurement identifier (OCID): ocds-h6vhtk-032310

Published 15 March 2023, 2:06pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Contact**

Marie McGowan

#### **Email**

[marie.mcgowan@southlanarkshire.gov.uk](mailto:marie.mcgowan@southlanarkshire.gov.uk)

#### **Telephone**

+44 1698454184

#### **Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**I.3) Communication**

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**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**

SLC - Independent Adult Advocacy Services

Reference number

SLC/PS/SW/21/001

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

- 85300000 - Social work and related services

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

Services

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

South Lanarkshire Council Social Work Resource is seeking to commission one provider to manage a range of advocacy services to support adult and older people.

These services will consist of independent advocacy, collective advocacy, non-instructed advocacy, and peer advocacy to the following categories of service user group: - Learning Disability; Communication/Physical disability; Mental Health; Older Mental Health/Dementia; carers and parents of young people, in transition, and adults with complex and profound multiple needs.

Contract duration is for an initial 3 years with an optional 2 year extension and a further 1 year extension subject to satisfactory performance, financial standing and funding being available.

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

Value excluding VAT: £1,901,892

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

This contract is divided into lots: No

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

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

- 85300000 - Social work and related services
- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM95 - South Lanarkshire

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

South Lanarkshire Council Social Work Resource is seeking to commission one provider to manage a range of advocacy services to support adult and older people.

These services will consist of independent advocacy, collective advocacy, non-instructed advocacy, and peer advocacy to the following categories of service user group: - Learning Disability; Communication/Physical disability; Mental Health; Older Mental Health/Dementia; carers and parents of young people, in transition, and adults with complex and profound multiple needs.

Contract duration is for an initial 3 years with an optional 2 year extension and a further 1 year extension subject to satisfactory performance, financial standing and funding being available.

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

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

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

Value excluding VAT: £1,901,892

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

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

Yes

Description of renewals

The Council will have the option to extend for a further 2 years from 1 Oct 2026 to 30 September 2028 and then a further 1 year from 1 October 2028 to 30 September 2029 subject to the availability of funding, the contractors satisfactory performance, the Council having secured all necessary internal Council approvals and the Council being satisfied with the contractor's financial standing.

#### **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

#### **II.2.14) Additional information**

If interested in responding to the tender opportunity when it becomes available, please ensure that you are registered with PCS-t.

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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

##### **SPD Question 4A.1 Trade Registers**

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are

trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

#### SPD Question 4A.2 Authorisation/Membership

Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

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

List and brief description of selection criteria

#### SPD Question 4B.4 Economic and Financial Standing

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

Professional Indemnity Insurance covering the failure of the bidder to use the skill and care normally used by professionals providing the services described in this tender to the

level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

List and brief description of selection criteria

#### **SPD Question 4C.1.2 Technical and Professional Ability**

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 3 years. You must describe in sufficient detail the required experience in terms of the specific supplies/services, the number of required examples, the minimum duration of experience e.g. 3 years and the value / scope of the previous projects e.g. must be of similar value to the contract being procured.

#### **SPD Question 4C.6 Technical and Professional Ability (Qualifications)**

The bidder as a company will hold the following educational or professional qualifications:

All individuals who will be engaged in the delivery of the contract must be appropriately vetted in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007.

#### **SPD Question 4C.7 Technical and Professional Ability (Environmental Management Measures)**

Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

Bidders should demonstrate how they will ensure that the Services are provided in an environmentally sustainable way and carbon emissions are mitigated. Examples may include describing how Bidders minimise waste or ensure the efficient use of resources when providing the Service.

#### **SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)**

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of 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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-007286](#)

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

Date

26 April 2023

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: 6 (from the date stated for receipt of tender)

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

Date

26 April 2023

Local time

12:00pm

Place

South Lanarkshire Council

Information about authorised persons and opening procedure

Sealed sequential opening

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

SPD Q2.C.1 Reliance on the capacities of other entities

Bidders are required to complete a full SPD for each of the entities whose capacity they rely upon

SPD Q2.D.1 Subcontractors on whose capacity the bidder does not rely

Bidders are required to complete a shortened version of the SPD for each Subcontractor on whose capacity the bidder does not rely on

Exclusion Criteria

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.

SPD Q3A–3C have been identified as mandatory exclusion grounds and SPD Q3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details

to the satisfaction of the Council of the self cleansing measures undertaken. .For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

## Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Q2D.1 - Prompt Payment Certificate

SPD Q3D.3 - Human Rights Act Declaration

Declaration Section - \*Form of Tender

SPD Q3D.11 - Non-Collusion Certificate

SPD Q4B.5.1 - Insurance Certificates

SPD Q3A.1-3A.8 - Serious and Organised Crime Declaration

SPD Q4C.6 - Protection of Vulnerable Groups (Scotland) Act 2007 Declaration

SPD Q3A.6 - Modern Slavery Act 2015 Declaration

Declaration Section - Equalities

SPD Q3A.1-3A.8 Serious and Organised Crime – Information Sharing Protocol

It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Serious and Organised Crime – Information Sharing Protocol form for evaluation prior to any award being made.

The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope.

In the case of an open tender the other Declarations listed above will be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the SPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified.

### Contract Notice Review Bodies

Following instruction from Scottish Government and agreement from SLC Legal Services, please detail the review bodies on the Notice pages as follows:

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23724. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

The Council are committed to securing Community Benefits through its contracts.

Bidders are required to detail any Community Benefits you wish to offer the Council as part of your bid.

Please refer to tender documents regarding Community Benefits.

(SC Ref:725776)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

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

Telephone

+44 1698282957

Country

United Kingdom

Internet address

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