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Tender

## **Provision of a Family Support Worker Service**

Inverclyde Council

F02: Contract notice

Notice identifier: 2022/S 000-007579

Procurement identifier (OCID): ocds-h6vhtk-032435

Published 21 March 2022, 1:33pm

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

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

Inverclyde Council

Corporate Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Angela Rodgers

#### **Email**

[Angela.Rodgers@inverclyde.gov.uk](mailto:Angela.Rodgers@inverclyde.gov.uk)

#### **Telephone**

+44 1475712634

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**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**

Education

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**Section II: Object**

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

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

Provision of a Family Support Worker Service

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

- 85300000 - Social work and related services

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

Services

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

The Family Support Worker will work with families and groups of children identified as our target groups to provide early help and support. They will work with families in primary and secondary schools who are experiencing a range of adversity that impacts on children and young people's educational attainment. This will also involve working to improve relationships between families, partners and schools.

### **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
- 85000000 - Health and social work services
- 80100000 - Primary education services
- 85311300 - Welfare services for children and young people

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The Family Support Worker will work with families and groups of children identified as our target groups to provide early help and support. They will work with families in primary and secondary schools who are experiencing a range of adversity that impacts on

children and young people's educational attainment. This will also involve working to improve relationships between families, partners and schools.

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

Quality criterion - Name: Service Delivery / Weighting: 30

Quality criterion - Name: Fair Working Practices / Community Benefits / Weighting: 5

Quality criterion - Name: Performance Management / Weighting: 25

Price - Weighting: 40

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

Start date

1 July 2022

End date

30 June 2024

This contract is subject to renewal

Yes

Description of renewals

Inverclyde Council reserve the right to extend this contract for a further 12 months from 1st July 2024 until 30th June 2025

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

List and brief description of selection criteria

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please

confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

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

List and brief description of selection criteria

#### **ESPD 4C.1.2 - TECHNICAL & PROFESSIONAL ABILITY (SERVICES)**

Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver a Family Support Worker Service in Primary and Secondary Schools in the past 3 years. Examples must demonstrate you have experience of delivering a contract of a similar size and nature that can be transferrable into the context of this contract opportunity.

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#### **ESPD 4C.6 - TECHNICAL & PROFESSIONAL (QUALIFICATIONS)**

All Family Support Worker team staff must be appropriately trained and qualified to HNC in Social Care or SVQ Level 3 in Social Care or equivalent.

All Family Support Worker team staff appointed to the contract will be required to have an up-to-date enhanced disclosure Scotland PVG carried out at the providers cost

before being able to provide these services.

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References may be sought as part of the procurement process.

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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

22 April 2022

Local time

12:00pm

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

English

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

Date

22 April 2022

Local time

12:30pm

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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: Subject to budget availability and satisfactory performance by the Provider of the Contract during the initial period, the Council shall, upon providing the Provider with at least 3 month's prior written notice, have the right to extend the Contract on the existing terms and conditions, for a further period of 12 months commencing 1st July 2024 to 30th June 2025

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

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.

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#### **SPD 4B INSURANCE :**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract,

the types and levels of insurance as indicated below:

Employer's (Compulsory) Liability Insurance = 5M GBP

Public Liability = 5M GBP including an indemnity against abuse claims with no inner limit

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#### **SPD 4C SUBCONTRACTORS**

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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#### **SPD 4D QUALITY MANAGEMENT PROCEDURES**



The bidder must hold a UKAs (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO

9001 (or equivalent) OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

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## HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information") SPD Health & Safety.

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## TECHNICAL ENVELOPE 2.4 PART A: CHILD PROTECTION POLICY

The bidder must have a documented Child Protection Policy that fully meets the Protection of The Children (Scotland) Act 1995, the Children's Hearings (Scotland) Act 2011 and Children and Young People (S) Act 2014 and the guidance in Protecting Children and Young People: The Charter (Scottish Executive, 2004).

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## TECHNICAL ENVELOPE 2.5 PART A: COMPLAINTS PROCEDURE

The bidder must comply with Inverclyde Council's Complaints Handling Procedure.

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## TECHNICAL ENVELOPE 2.6 PART A: DATA PROTECTION, DATA RETENTION AND SECURE DESTRUCTION

The bidder must demonstrate appropriate compliance with the Data Protection Laws for Data Protection, Data Retention and Secure Destruction by providing a copy of their Policy/Policies

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It will also be a condition of contract that Tenderers comply with Inverclyde Council's

General Conditions of Contract, Special Conditions of Contract, Specification, Contract Information for Tenderers and enter into a Data Sharing Agreement with Inverclyde Council.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 43057. For more information see:

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

(SC Ref:686983)

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

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

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House,1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom