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Tender

## **Flexible Framework Refresh - Counselling in Schools**

Tayside Procurement Consortium

F02: Contract notice

Notice identifier: 2022/S 000-007863

Procurement identifier (OCID): ocds-h6vhtk-032551

Published 23 March 2022, 12:59pm

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

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

Tayside Procurement Consortium

Fairmuir Depot, 365 Clepington Road

Dundee

DD8 3DZ

#### **Contact**

Julie Thompson

#### **Email**

[julie.thompson@dundeecity.gov.uk](mailto:julie.thompson@dundeecity.gov.uk)

#### **Telephone**

+44 1382834024

#### **Country**

United Kingdom

**NUTS code**

UKM7 - Eastern Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12382](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12382)

**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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?msclkid=0fc904e2a9ef11ec8f39dd8f767a57d9>

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?msclkid=0fc904e2a9ef11ec8f39dd8f767a57d9>

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://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?msclkid=0fc904e2a9ef11ec8f39dd8f767a57d9>

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

Regional or local authority

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

General public services

## **Section II: Object**

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

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

Flexible Framework Refresh - Counselling in Schools

Reference number

TPC/Counssch/20/11

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

- 85300000 - Social work and related services

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

Services

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

Scottish Government announced funding in August 2019 for qualified counsellors to be delivering counselling in schools. Counselling

should be available to secondary school pupils (primarily), and primary and special schools in communities for pupils aged 10 and over.

The focus will be on one:one direct counselling.

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

Value excluding VAT: £2,652,984

#### **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

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Schools throughout Angus Council, Dundee City Council and Perth and Kinross Council areas.

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

This procurement exercise is to facilitate the continuation of a 'Flexible Framework' in accordance with Regulations 74-76 of the Public Contracts (Scotland) Regulations 2015 (further referred to as 'the Flexible Framework').

Counselling in schools in accordance with Scottish Government Guidance published March 2020.

Service delivery models should meet the requirements set out in the Scottish Government's "Guidance for Education Authorities

Establishing Access to Counselling in Secondary Schools" (March 2020).

URL:

<https://www.gov.scot/publications/guidance-education-authorities-establishing-access-counselling-secondary-schools/> (March 2020)

URL:

<https://www.gov.scot/publications/delivery-of-access-to-counsellors-through-schools-aims-and-principles/>

(May 2020)

The Framework is being refreshed as set out in the original Contract Notice.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £2,652,984

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

Start date

1 July 2022

End date

31 October 2023

This contract is subject to renewal

Yes

Description of renewals

12 months

## **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**

Completely New Bidding Organisations: Please navigate to ITT Number 42872 within PCST.

Existing Providers who received a place on the Framework in November 2020: Please navigate to ITT 42870 within PCST.

Please download the 'TPC2011 Instructions for Tenderers' document for details of tender requirements. This can be found in the Attachments Area of PCST.

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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

ESPD 4C2

Counsellors/Counselling:

The counselling support provided should conform to agreed professional standards, such as those provided by COSCA and BACP (or

equivalent), and current best practice for school based counselling, specifically in respect of counsellors qualifications, supervision policy,

child protection policies and continuous professional development and learning.

Counsellors can be qualified in other therapies but must be competent to practice with children and young people they must be qualified in counselling and registered with BACP/COSCA (or equivalent).

All counsellors are expected to have supervision in line with their professional body's recommendations.

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

List and brief description of selection criteria

To provide us with the confidence that the supplier can deliver the requirements of the contract, the following financial indicators will be

used based on your last 2 years audited accounts:

ESPD 4B.6/4B.6.1

To provide us with the confidence that the Provider can deliver the requirements of the contract, the following financial indicators will be

used based on your last 2 years audited accounts:

Tenderers will be required to provide/state the value(s) for the following financial ratio(s):

- Net profit for both financial years; if there has been a loss in any one year the tenderer must provide an explanation of the specific

circumstances leading to the loss.

- Current ratio equal to or greater than one in both financial years. Reasons for not meeting the required test to be disclosed by tenderers

together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

- Positive Gearing Ratio for both financial years. i.e. an excess of shareholders funds/partners' capital accounts/owners equity over loan

finance in both of the financial years. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate

supporting evidence to confirm the suitability of the tenderer for the contract.

- Positive shareholders funds/positive partners' capital accounts/positive owners equity (whichever is applicable to the type of business) in

both of the financial years.

- Unqualified audit report (if an audit is required).

The Main Provider is responsible for ensuring the suitability of

sub-contractors, including financial standing, for the proposed services.

Where a Tenderer does not meet these requirements further details should be provided to confirm why, and TPC may undertake additional

financial checks and a qualitative judgement shall be made as to the financial capacity of the Tenderer.

Parent company guarantee - With reference to the economic and financial standing criteria above, the Purchaser reserves the right in its sole

discretion to waive these minimum requirements in the case of Bidders who are able to offer the Purchaser adequate substitute surety to our

entire satisfaction. By way of example only (but without limitation), adequate substitute surety may be an unqualified guarantee for the



performance of the Bidder's entire obligations under the contract to follow on this process by a parent or associated company established in

the UK and which parent or associated company does meet the minimum requirements set out in these criteria.

The Parent Company will be required to satisfy the same criteria detailed above.

New Businesses: Please see Tender documentation for full details.

Minimum level(s) of standards required:

Employer's Liability Insurance: 10,000,000 GBP in respect of each claim..

Public Liability Insurance: 5,000,000 GBP in respect of each claim.

Professional Indemnity/Medical Malpractice Insurance: where Tenderer's Insurers assess that this is required - 150,000 GBP in the

aggregate.

Vehicle Insurance Cover: Provider responsible for ensuring that motor insurance if staff or volunteers who use their own vehicles have

business use insurance covered. If carrying service users includes, includes business use and personal accident cover for passengers.

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

List and brief description of selection criteria

ESPD 4C.1.2

Scottish Government publication, "Guidance for Education Authorities Establishing Access to Counselling in Secondary Schools" which

was published in March 2020

"The counselling service is a universally accessible service and should be available to all secondary school pupils and primary, ASN school

pupils aged 10 and over."

"Formal counselling should be undertaken by a professional counsellor, acting in their

specialist role, and in accordance with a strict code

of ethics, which requires confidentiality, accountability and clinical supervision.”

Minimum level(s) of standards possibly required

Providers must be experienced in delivering Counselling Requirements.

Providers must be experienced in recruiting qualified counsellors.

The Provider organisation must have familiarity/experience of the assessment process, method of assessment, multi-agency working,

organisation of clinical supervision and evaluating service provision.

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Qualified Counsellors:

Formal counselling follows the British Association for Counsellors and Psychotherapy (BACP) definition of counselling which is: ‘a

professional activity delivered by qualified practitioners in schools. Counsellors offer troubled and/or distressed children and young people

an opportunity to talk about their difficulties, within a relationship of agreed confidentiality.’

- Counsellors can be qualified in other therapies but must be competent to practice with children and young people they must be qualified in counselling and registered with BACP/COSCA (or equivalent).

All counsellors are expected to have supervision in line with their professional body’s recommendations.

Counselling organisations do not need to be registered – it is individual counsellors that need the appropriate accreditation and qualifications.

- The postholders will be PVG Scheme checked

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

As stated throughout this Notice and in the Tender documentation.

### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 15

In the case of framework agreements, provide justification for any duration exceeding 4 years:

NA

#### **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: [2020/S 148-364156](#)

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

Date

25 April 2022

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**

Tender must be valid until: 1 July 2022

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

Date

25 April 2022

Local time

12:00pm

Place

PCS-T Electronic Postbox

Information about authorised persons and opening procedure

Tayside Procurement Consortium

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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: July 2023 or July 2024

### **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**

EXISTING PROVIDERS ADMITTED TO FRAMEWORK IN NOV 2020 MUST: Submit any new information in the Technical Envelope (Quality Questions)

Submit Commercial Response (Pricing Schedule)

COMPLETELY NEW BIDDING ORGANISATIONS MUST:

Submit SPD (Qualification) Response

Answer all Technical Envelope (Quality Questions)

Submit Commercial Response (Pricing Schedule).

Bidder Exclusion: Economic Operators may be excluded from this competition if there are in any of the situations referred to in

Regulations 58 of the Public Contracts (Scotland) Regulations 2015.

Tender Evaluation: The Tender Evaluation methodology including scoring range, detailing the criteria and weightings can be found in the

PCS-Tender Project (Attachments Area). Project Number 20547.

Bidders will require to complete a GDPR Compliance Statement and Cloud Security Matrix (if applicable) as part of their bid submission.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20547.  
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>

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

This is a social care procurement

(SC Ref:687795)

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

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

Dundee Sheriff Court and Justice of the Peace Court

Sheriff Court House, 6 West Bell Street

Dundee

DD1 9AD

Country

United Kingdom

##### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Courts Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Country

United Kingdom

