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Tender

## **Direct Payments and Employers Liability Insurance Support Services**

SANDWELL METROPOLITAN BOROUGH COUNCIL

F02: Contract notice

Notice identifier: 2024/S 000-007929

Procurement identifier (OCID): ocids-h6vhtk-0447e8

Published 12 March 2024, 6:01pm

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

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

SANDWELL METROPOLITAN BOROUGH COUNCIL

Sandwell Council House, Freeth St

OLDBURY

CV35 6GB

#### **Contact**

Satinder Bains

#### **Email**

[satinder\\_bains@sandwell.gov.uk](mailto:satinder_bains@sandwell.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG37 - Sandwell

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.sandwell.gov.uk/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/sandwellmbc.aspx/Home>

Additional information can be obtained from another address:

In-tend

Oldbury

**Email**

[Contracts\\_Team@sandwell.gov.uk](mailto:Contracts_Team@sandwell.gov.uk)

**Country**

United Kingdom

**Region code**

UKG - West Midlands (England)

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/sandwellmbc.aspx/Home>

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sandwellmbc/asp/Home>

#### **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**

Direct Payments and Employers Liability Insurance Support Services

Reference number

ASC 129

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

- 85320000 - Social services

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

Services

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

ASC 129 Advert for Direct Payments and Employers Liability Insurance Support Services

The Metropolitan Borough Council of Sandwell wishes to grow its share of Direct Payments over the next four years and has developed an exciting new service model to support our commissioning intentions for Lot 1 Direct Payments Support Services and Lot 2 Employer Liability Insurance Support Service. The services will provide eligible adults and children greater choice, control and flexibility over their support.

Lot 1 is to provide Direct Payments Support Services:

- Payroll service

- Managed Accounts service
- Disclosure, Barring Scheme Checking service
- Recruitment Support service
- Information, Advice and Guidance
- Additional Services - Promotion of Direct Payments, Peer Support Group, Buddying, Training

Lot 2 is to provide Employer Liability Insurance and Support Service:

- an annual insurance policy to cover employer and public liability, and redundancy
- a telephone helpline to deliver legal information, advice and guidance to employers of Personal Assistants to ensure they understand and meet their legal responsibilities.

Contractors may apply for both Lots or one of the Lots

The duration of the contract will be 4 years from 6 October 2024 to 5 October 2028.

Both contracts will be shared with Sandwell Children's Trust.

Suitably qualified and experienced Contractors are invited to respond to the Invitation to Tender documents and submit proposals for the delivery of the services. These must be submitted no later than 12 noon on 17 April 2024 via the Sandwell In-Tend e-procurement system.

The deadline for the submission clarification questions is 17:00pm on 10th April 2024 via In Tend.

The Council will use an evaluation model based on price and quality. The criteria, on which the tender will be evaluated, inclusive of weighting attached to each, are included in the Invitation to Tender documentation.

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

Value excluding VAT: £913,011

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

## **II.2) Description**

### **II.2.1) Title**

Direct Payments Support Services

Lot No

1

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

- 85300000 - Social work and related services
  - DA28 - Social service

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Sandwell Metropolitan Borough Council

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

Provide Direct Payments Support Services:

- Payroll service
- Managed Accounts service
- Disclosure, Barring Scheme Checking service
- Recruitment Support service
- Information, Advice and Guidance
- Additional Services - Promotion of Direct Payments, Peer Support Group, Buddying, Training

Further details are detailed in the service specification.

#### **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: £739,000

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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

#### **II.2.1) Title**

Employer Liability Insurance and Support Service

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Sandwell Metropolitan Borough Council

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

Provide Employer Liability Insurance and Support Service:

- an annual insurance policy to cover employer and public liability, and redundancy
- a telephone helpline to deliver legal information, advice and guidance to employers of Personal Assistants to ensure they understand and meet their legal responsibilities.

Further details can be found in the service specification.

#### **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: £174,011

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: 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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents



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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: No

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

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

Date

17 April 2024

Local time

1:00pm

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

English

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

Date

17 April 2024

Local time

2:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

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

Director of Adult Social Care

Oldbury

B69 3DE

Country

United Kingdom