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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

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

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

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

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

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

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