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Tender

## **Coordinator - Independent Learning Disability Partnership and Norfolk Autism Partnership Board**

Norfolk County Council

F02: Contract notice

Notice identifier: 2022/S 000-008229

Procurement identifier (OCID): ocds-h6vhtk-0326bf

Published 28 March 2022, 9:18am

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

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

Norfolk County Council

Procurement, County Hall, Martineau Lane

Norwich

NR1 1DH

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH15 - Norwich and East Norfolk

#### **Internet address(es)**

Main address

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

Buyer's address

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

### **I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to the above-mentioned address

### **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**

Coordinator - Independent Learning Disability Partnership and Norfolk Autism Partnership Board

Reference number

NCCT42381

**II.1.2) Main CPV code**

- 85000000 - Health and social work services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Norfolk County Council wishes to award a contract to an organisation to coordinate and handle the daily running of The Partnerships', their meetings and their wider work. Norfolk County Council has supported the implementation and running of the Learning Disability Partnership and Norfolk Autism Partnership (referred to in this document as The Partnerships) for several years. The Partnerships are a key mechanism to ensure that user voice is at the heart of decision making, feeding into strategies, commissioning and operations. The Partnerships consists of key stakeholders including experts-by-lived-experience, parent/carers, commissioners from NCC and the CCG, the third sector and others. Further information is detailed in the service specification. If you are interested in applying for this tender - please first register on the Council's e tendering site at <https://intendhost.co.uk/norfolkcc.aspx/Home>

**II.1.5) Estimated total value**

Value excluding VAT: £350,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description****II.2.2) Additional CPV code(s)**

- 85000000 - Health and social work services

**II.2.3) Place of performance**

NUTS codes

- UKH17 - Breckland and South Norfolk
- UKH16 - North and West Norfolk
- UKH15 - Norwich and East Norfolk

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

Norfolk County Council wishes to award a contract to an organisation to handle the daily running of The Partnerships', their meetings and their wider work.

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

Quality criterion - Name: Quality / Weighting: 90

Cost criterion - Name: Price / Weighting: 10

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

Value excluding VAT: £350,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended by a further 6 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

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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

## **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

27 June 2022

Local time

11:00am

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

English

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

Date

27 June 2022

Local time

11:05am

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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**

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BUYERPROFILES>. Once registered you will be able to see the procurement project under the `tenders` section and `express an interest`. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk).

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

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

Norfolk County Council - Head of Procurement

Norwich

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or

ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.

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

Norfolk County Council - Head of Procurement

Norwich

Country

United Kingdom