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Tender

## **Hawick Community Support Service**

Scottish Borders Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-008691

Procurement identifier (OCID): ocids-h6vhtk-02a964

Published 23 April 2021, 9:05am

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

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

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

#### **Email**

[procurement@scotborders.gov.uk](mailto:procurement@scotborders.gov.uk)

#### **Telephone**

+44 1835824000

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00394](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394)

**I.3) Communication**

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

<http://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

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**

Hawick Community Support Service

Reference number

SBC/CPS/1976

#### **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 Hawick Community Support Service (HCSS) is a care and support day service delivered to Adults with a Learning Disability (AWLD). It provides support to those with both complex and less complex needs to enable them to live safely in the community. This may include social needs, emotional needs, personal care needs, activities of daily living, domestic tasks and support to integrate within the local community etc. It is available to AWLD who have been assessed as having care/housing support needs in Hawick and the surrounding area which is within the competence of the HCSS.

#### **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

- UKM91 - Scottish Borders

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

The Hawick Community Support Service (HCSS) is a care and support day service delivered to Adults with a Learning Disability (AWLD). It provides support to those with both complex and less complex needs to enable them to live safely in the community. This may include social needs, emotional needs, personal care needs, activities of daily living, domestic tasks and support to integrate within the local community etc. It is available to AWLD who have been assessed as having care/housing support needs in Hawick and the surrounding area which is within the competence of the HCSS.

HCSS currently provided by SB Cares, now relocated back into the Council.

Tenderers should note that it is possible that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI2006/246) ("TUPE") may apply to this contract.

#### **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**

The procurement is being carried out in accordance with regulations 74 – 76 of The Public Contracts (Scotland) Regulations 2015 under the "Light Touch Regime".

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

It is a requirement that the tenderer is registered with the Care Inspectorate for both Housing Support and Care at Home and that the tenderer has received a minimum of grade 3 across all relevant themes in their most recent inspection by the Care Inspectorate.

All relevant Staff must achieve and maintain registration as required by SSSC and/or another appropriate body. Staff will comply with the regulatory body.

The Preferred Tenderer will be required to submit an up to date copy of their management accounts.

The Preferred Tenderer will be subject to a Credit Safe check to help assess the economic financial standing. They will be required to obtain a Credit Safe rating of  $\geq 51$ .

Economic Operators maybe excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

### **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

Registered to the Care Inspectorate.

#### **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) Form of procedure**

Open procedure

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

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

Date

21 May 2021

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

### **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**

Qualifications

SPD (Scotland) Question 1.74 Part 4C - Qualifications

All staff must be SSSC qualified and all staff used to deliver this contract must be PVG registered.

Health And Safety Procedures

## SPD (Scotland) Question 1.75 Part 4D - Quality Assurance Schemes

A documented health and safety policy or where applicable (less than 5 employees, self-employed etc.) provide a statement of Health and Safety Intent and similarly, where recorded, provide examples of risk assessments likely to be associated with carrying out this type of work (3 minimum).

These should include safety of staff and others, members of the public and include their current Covid 19 Risk Controls.

Minimum level(s) of standards required:

Organisations with less than five employees are not required by law to have a documented policy statement. The need to reduce documentary requirements on micro businesses in particular will be taken into account by buyers and the evaluation panel.

Method statements and risk assessments for risks likely to be associated with carrying out this type of work including Covid 19 Risk Controls.

It is expected that the contractor will take a positive approach to Fair Work, including committing to progress towards implementing the five Fair Work First criteria of providing appropriate channels for effective voice; investment in workforce development; no inappropriate use of zero hours contracts; action to tackle the gender pay gap and create a more diverse and inclusive workplace; and providing fair pay for workers.

### Award Criteria 70

Q 2.1.1 - Engagement 20

Q 2.1.2 – Independence 20

Q 2.1.3 – Health and Wellbeing 15

Q 2.1.4 – Family Participation 5

Q 2 1.5 – Support 15

Q 2.1.6 - Interview/Presentation - Transition 20

Q 2.1.11- Fair Working Practices 5

Q 2.2 - Community Benefits 0

Q 2.4 – Real Living Wage For information Only

The top 3 tenderers with the highest score against the quality criteria submitted excluding Q 2.1.6 will be invited to an interview and make a presentation to the Council. The Interview/Presentation is part of the quality evaluation. The indicative dates for the interviews/presentations are 16th June 2021 however these are subject to change. The presentation should be 30 minutes in duration and the total interview time will be 90 minutes.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17896. For more information see:

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

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

#### SBC Adding Value to Communities through Procurement Policy

In March 2014 Scottish Borders Council approved an 'Adding Value to Communities through Procurement' Policy which introduced a Council wide approach intended to secure the maximum social, economic and environmental benefits from council procurement exercises within the current legal framework.

As part of this policy Scottish Borders Council is committed to securing Community Benefit from third party contracts and will require the successful bidder to work with them, as part of the delivery of the contract in transforming the community in a sustainable manner.

The types of community benefits tenderers might consider relevant to this contract could include;

- Providing training or work experience opportunities for young or unemployed people.
- Awareness raising activities in secondary schools and colleges.
- Engaging with community groups to raise awareness or provide support for events or projects

(SC Ref:642510)

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

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



Jedburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House Castlegate

Jedburgh

TD8 6AR

Email

[jedburgh@scotcourts.gov.uk](mailto:jedburgh@scotcourts.gov.uk)

Telephone

+44 1835863231

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The contracting authorities will incorporate a minimum 10 day standstill period at the point of information on the award of the contract is communicated to tenderers. The Public Contract (Scotland) Regulations 2015 (SSI,2015 No446) provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rule to take action in the Sherriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the contract award being published on the OJEU or within 30 days of the date to those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within six months from the date on which the contract was entered into.