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Tender

Community Link Worker and Wellbeing Practitioner

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-009087

Procurement identifier (OCID): ocds-h6vhtk-03b6e0

Published 29 March 2023, 10:10am

Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Contact

Hayleigh Valentine

Email

hayleigh.valentine@westlothian.gov.uk

Telephone

+44 1506281814

Fax

+44 1506281325

Country

United Kingdom

NUTS code

UKM78 - West Lothian

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140

I.3) Communication

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

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

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>

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

Community Link Worker and Wellbeing Practitioner

Reference number

CC12715

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

The aim of the Service / Contract is to deliver appropriate support to adults residing in West Lothian that have moderate mental health problems. Individuals will be supported to identify personal outcomes and priorities and will be provided with specialist advice on a range of issues; this may involve signposting to other social or clinical services.

By providing such a service in West Lothian, it is anticipated that there will be a reduction in the number of contacts that an individual has with their GP, or that the service will act as an alternative to the individual seeking support from their GP.

The Service will be delivered from the Community Wellbeing Hubs (located in Bathgate and Livingston), and in West Lothian GP Practices if appropriate.

The Community Link Worker and Wellbeing Practitioner Service will operate on a Monday to Friday schedule between the hours of 9am and 5pm. Some flexibility on the Provider's part is expected given the nature of the service.

II.1.5) Estimated total value

Value excluding VAT: £922,014

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85100000 - Health services
- 85140000 - Miscellaneous health services

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

Community Wellbeing Hubs (located in Bathgate and Livingston), and in West Lothian GP Practices if appropriate.

II.2.4) Description of the procurement

The Service aims to further develop and expand pathways within West Lothian for people with moderate mental health problems, which focus on early intervention and prevention. Services within the Hubs will be delivered through a partnership between Primary and Secondary Care Practitioners and the Third Sector to ensure that people receive appropriate support when they need it. The focus will be on ensuring that people have access to meaningful and effective community supports as an alternative to seeing their GP which may reduce the likelihood of future inappropriate or unavoidable admission to hospital.

The aims of the Service are:

To deliver a Community Link Worker Service within the Community Wellbeing Hubs in West Lothian working in partnership with a range of colleagues.

To deliver a Wellbeing Service within the Hubs. Mindfulness, Yoga, Tai Chi (and other holistic therapeutic practice as agreed) should be used to assist people in managing their symptoms and improve their wellbeing.

To assist people with moderate mental health problems to access a range of community supports at an early opportunity to promote recovery as far as possible.

To involve people in support planning to ensure that they are at the centre of decisions that affect them within a safe space.

To reduce the number of GP contacts / consultations by people with moderate mental

health problems.

To enhance the range of community supports available to people moderate mental health problems.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 20

Quality criterion - Name: Leadership and Management / Weighting: 15

Quality criterion - Name: Quality Assurance / Weighting: 15

Quality criterion - Name: Safeguarding / Weighting: 10

Quality criterion - Name: Case Study / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting: 10

Price - Weighting: 20

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The contract period is 24th June 2023 to 23rd June 2024.

However, subject to satisfactory operation and performance, West Lothian Council will have the option to extend for up to a further 12 month period. Any period of extension will be at the discretion of the council.

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

There will be no price evaluation for this tender, and bidders will not be required to complete any pricing schedule.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

With reference to SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that 49 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

With reference to ESPD Q4B.5.1a&b; It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Minimum level(s) of standards possibly required

Employers Liability 10,000,000 GBP (Ten Million GBP) subject to legislative requirements.

Professional Indemnity 2,000,000 GBP (Two Million GBP)

Public liability 5,000,000 GBP (Five Million GBP) - Employers should hold insurance at a minimum level of 5m GBP in line with current legislation unless specifically exempt.

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

Bidders must be registered with the Care Inspectorate. Evidence will be requested in the Technical Envelope of the tender. Failure to provide evidence may result in your tender being rejected.

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 April 2023

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 April 2023

Local time

12:00pm

Place

Electronic tender submissions via PCS-Tender.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Contract will be for a 12 month period with the option to extend by a period of up to 12 months.

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

Where required, contracts that fall within the specific risk sectors as defined by Police Scotland, or, where there is a suspicion that risk may be present, WLC will provide Police Scotland information on the representatives of the bidder (SPD Part 2B) to allow Police Scotland to review and provide feedback on information provided.

Please note: when completing SPD section 1.11/12 Part 2B, this should be completed using personal information as follows: your full name including any middle names as it appears on your birth and/or marriage certificate; the day date and month you were born and the location of your birth; and your home address and postcode. Failure to provide the correct information may result in your bid being excluded from the tender process or an offer of contract being withdrawn should the information prove to be incomplete or incorrect at a later stage.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - All information supplied by the Authority must be treated in confidence and not disclosed to third parties except

insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of

Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information.

The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Supplement to the Official Journal of

the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23801. 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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

West Lothian Council is committed to maximising Community Benefits from its procurement activities. Under this procurement, the contractor, and its supply chain, will be required to support the authority's economic, social and environmental objectives relating to participation in skills development, training and employment initiatives and other value-added contributions.

Community Benefits Information will in no way be scored, where a contract is awarded to a bidder whose Tender Submission included Community Benefits, the bidder will be required to deliver those Community Benefits as part of the contract.

(SC Ref:727494)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sheriff Court and Justice of the Peace Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom

