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Tender

## **School Counselling Service**

Scottish Borders Council

F02: Contract notice

Notice identifier: 2025/S 000-009182

Procurement identifier (OCID): ocds-h6vhtk-04eca5

Published 13 March 2025, 12:14pm

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

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

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

#### **Contact**

Procurement

#### **Email**

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

#### **Telephone**

+44 1835824000

#### **Country**

United Kingdom

**NUTS code**

UKM91 - Scottish Borders

**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

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

**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**

## School Counselling Service

Reference number

1001384

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

- 85312300 - Guidance and counselling services

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

Services

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

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an external Service Provider who is experienced and appropriately qualified to deliver a School Counselling Service for children and young people aged 10 years and over (up to and including young people aged 18 years).

This procurement is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the “Light Touch Regime”.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85312300 - Guidance and counselling services

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

NUTS codes

- UKM91 - Scottish Borders

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

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an external Service Provider who is experienced and appropriately qualified to deliver a School Counselling Service for children and young people aged 10 years and over (up to and including young people aged 18 years).

This procurement is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the “Light Touch Regime”.

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

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

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

Start date

1 August 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is the option to review and extend on a 3-x rolling 12-month contract basis until 31st March 2031. Extension of the contract beyond the initial contract term will be dependent on achieving satisfactory performance against the KPIs, subject to continued funding being available and positive evaluation.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please refer to SPD and tender documents.

#### **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

### **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

Please refer to SPD and tender documents.

#### **III.2.2) Contract performance conditions**

Contract performance will be managed using a Performance Management Plan, further details are included within the tender 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: Yes

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

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

Date

22 April 2025

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**

Tender must be valid until: 20 June 2025

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

Date

22 April 2025

Local time

1:00pm

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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 is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the "Light Touch Regime".

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=791355](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=791355).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:791355)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=791355](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=791355)

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

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

Jedburgh Sheriff Court and Justice of the Peace Court

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 award being published on the Find a Tender service (FTS) 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.