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Tender

## **Housing Support for care experienced young people (East Lothian Council)**

East Lothian Council

F02: Contract notice

Notice identifier: 2026/S 000-011490

Procurement identifier (OCID): ocids-h6vhtk-064b74

Published 9 February 2026, 3:40pm

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

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

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

#### **Email**

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

#### **Telephone**

+44 1620827827

#### **Country**

United Kingdom

#### **NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00181](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181)

**I.3) Communication**

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

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

**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**

Housing Support for care experienced young people (East Lothian Council)

Reference number

ELC-26-0699

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

- 85000000 - Health and social work services

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

Services

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

East Lothian Council requires a provider to deliver housing support services (not including tenancy management) to care experienced young people in accommodation provided by East Lothian Council. The service provider will also work with partner organisations to recruit and support 'peer flatmates' to live with the care experienced young people.

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

This contract is divided into lots: No

### **II.2) Description**

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

- 70333000 - Housing services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Procurement of a service provider to provide an outreach based housing support service

for up to 22-25 care experienced young people over a 4 year period (2+1+1). This will include practical support such as budgeting, tenancy maintenance, planning meals and shopping. It will also include emotional support such as mediation, managing relationships and signposting to mentoring or counselling services. The service will be flexible and responsive to the individual's needs, as well as taking a trauma-informed, person centered approach. The service will also recruit, manage and support up to 10 Peer Flatmates who will live alongside two care experienced young people. This will include a 24/7 phone service, regular training and overall responsibility for the management and supervision of Peer Flatmates.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

+1 + 1

#### **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

Service Providers must have a Housing Support Service registration with the Care Inspectorate and maintain the registration for the duration of the Contract.

Tenderers must hold a current Care Inspectorate Registration for Housing Support services at a minimum of Grade 4 for Quality of Care and Support, Quality of Staffing and Quality of Management and Leadership themes (or equivalent).

All personnel used to deliver the services for this contract will be PVG registered.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

a) A copy of your audited accounts or equivalent for the most recent 2 years ( 2 sets of signed, audited accounts), along with details of any significant changes since the last year end.

or

b) A statement of your organisation's turnover; profit and cash flow for the most recent full year of trading or where a full year trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format please provide an end of period balanced sheet or make the response specified in option (c) below.

or

c) if you are unable to provide the information requested above, please provide additional information and documentation that will give the Authority the assurance that you are capable of carrying out any subsequent awarded contract. For example, a statement of your organisation's cash flow forecast for the current year and a letter from your bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.

i) The ratio of total assets to total liabilities (net assets) should be positive in 2 out of 3 years.

ii) The accounts should not show a loss in 2 consecutive years.

iii) The accounts should not show a loss in 1 year and negative net current assets in 1 year.

Where the information provided does not meet item (i) but there is an improving trend East Lothian Council may consider items (ii) and (iii). East Lothian Council may request a parent company guarantee where this is appropriate.

Minimum level(s) of standards possibly required

-Employer's (Compulsory) Liability Insurance GBP 10m each and every claim (unless exempt).

-Public Liability Insurance GBP 5m each and every claim.

-Professional Indemnity GBP 5m each and every claim

-Motor Insurance with third party liability where vehicles are used to deliver the service.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the relevant section of the Site Notice.

## **III.2) Conditions related to the contract**

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

East Lothian Council contract management and contract review procedures.

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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

13 March 2026

Local time

12:00pm

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

English

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

Date

13 March 2026

Local time

12:00pm

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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**

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

2. The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

b. Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of output and general performance.

c. A documented process demonstrating how the bidder deals with complaints. The bidder must be able to provide details of how their organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.

Health and Safety Management Systems

The bidder should confirm in section 4D.1 of the SPD that is able to provide the following



with regard to health and safety management procedures.

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

You must produce other means of proof concerning the health and safety standards to be applied and can supply supporting evidence for the following:

The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

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Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

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=823069](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=823069).

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.

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:

This Contract includes an obligation for the delivery of Community Benefits once the aggregate spend with the Council reaches GBP 50,000 in any financial year. The

Community Benefits information included in the Tender documentation outlines the Community Benefits that the Council is seeking as part of this Contract.

(SC Ref:823069)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=823069](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=823069)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom