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Tender

## **Community Services for Older People, Prevention and Early Intervention**

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-011951

Procurement identifier (OCID): ocids-h6vhtk-03c442

Published 26 April 2023, 11:51am

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

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

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

#### **Contact**

Lisa Mallaghan

#### **Email**

[Lisa.Mallaghan@westlothian.gov.uk](mailto:Lisa.Mallaghan@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](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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Community Services for Older People, Prevention and Early Intervention

Reference number

CC12746

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

- 85000000 - Health and social work services

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

Services

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

West Lothian Health and Social Care Partnership (WLHSCP) have a requirement to appoint a suitable service provider to deliver Community Services for Older People, Prevention and Early Intervention. The service will provide person centered, outcome focused activities and support for individuals. The provider is expected to have a large established volunteer's network of in excess of 65 volunteers to support service users to achieve positive changes having identified and agreed individual goals by developing trusted relationships, establishing or re-establishing social networks and connections within their local communities. Service users will be encouraged to build their individual social capacity and will be actively encouraged to volunteer where appropriate to do so. This will support the delivery of services, increase capacity within the voluntary sector in West Lothian and furnish volunteers with the many benefits of volunteering.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,747,236

#### **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
- 85300000 - Social work and related services
- 85311100 - Welfare services for the elderly

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

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

West Lothian

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

The Council believes in providing supports and services that allow its citizens to live well. This service sits within the Older Peoples Commissioning Plan and strategy. With the growth in people age 65+ living in West Lothian projected to be higher than the Scottish average, early intervention and prevention in relation to social isolation is key in optimising mental and physical health and promoting independence for as long as possible.

The service will provide person centered, outcome focused activities and support for individuals. The provider is expected to have a large established volunteer's network of in excess of 65 volunteers to support service users to achieve positive changes having identified and agreed individual goals by developing trusted relationships, establishing or re-establishing social networks and connections within their local communities. Service users will be encouraged to build their individual social capacity and will be actively encouraged to volunteer where appropriate to do so. This will support the delivery of services, increase capacity within the voluntary sector in West Lothian and furnish volunteers with the many benefits of volunteering.

**GROUPS/ACTIVITIES:** Provide and support a variety of relevant established and new groups and activities across West Lothian. Support the service user to identify a group or activity they would like to attend and provide accompaniment to attend whilst the individual builds confidence to attend independently.

**SHORT TERM SUPPORT:** Provide a short-term period of one to one support where a service user requires assistance to rebuild their confidence e.g., after hospitalisation, after a fall, or following a recent bereavement.

**LONGER TERM SUPPORT:** Provide a longer-term period of one to one support in certain circumstances, e.g. when an individual is housebound and socially isolated.

**TELEPHONE/DIGITAL SUPPORT:** Provide the service user with opportunity to socially engage and develop a trusting relationship through conversation for those unable to attend face to face or group activities. Provide telephone/digital support as a welfare check in times of contingency, such as sudden inclement weather conditions or periods of illness.

**SIGNPOSTING:** Support service users to access other appropriate services and resources

In accordance with Section 67 (5) of the Public Contracts (Scotland) Regulations (5) i.e. the cost element may also take the form of a fixed price or cost on the basis of which economic operators will compete on quality criteria only whereby price is fixed. Utilising the flexibility of the Light Touch Regime with regard to the award criteria, those providers who are prepared to accept the Council's fixed budget will score 30% Those providers who are not prepared to accept the Council's fixed budget will score 0%. The Quality weighting will be 70% and bidders must score a minimum of 60% of the marks allocated to the Quality Score. With a tight timescale for continued service provision, the Council will also utilise the provisions of the Light Touch Regime to reduce the timescales where bidders have to respond. However, the Single Procurement Document has been modified and simplified to make bidding easier to ensure that there is sufficient time for bidders to respond.

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

Quality criterion - Name: Service Delivery / Weighting: 17.5

Quality criterion - Name: Quality Assurance / Weighting: 14

Quality criterion - Name: Service User Engagement & Feedback / Weighting: 10.5

Quality criterion - Name: Safeguarding / Weighting: 10.5

Quality criterion - Name: Fair Work First / Weighting: 17.5

Price - Weighting: 30

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

Value excluding VAT: £1,747,236

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will have sole discretion to extend for up to a further period not exceeding 24 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

**II.2.14) Additional information**

There is a requirement to deliver a Community Benefit and this will be evaluated within the Fair Work First section.

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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

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

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

Bidders will be required to meet all the requirements of the Service Specification.

## **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 May 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: 4 (from the date stated for receipt of tender)

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

Date

22 May 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

SPD Q2B; complete information for all company directors, using home address.

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 accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

Additional Information within the ITT for Quality Management and Health and Safety requirements can be found at the following link :

<https://www.westlothian.gov.uk/article/11428/Changes-to-Public-Procurement-Rules>

The HSE website will be checked for breaches. Should West Lothian Council's Health and Safety team not be satisfied with the outcome

your tender will be rejected.

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.

For further information regarding regulated procurements please refer to Regulations 58 and 59 of The Public Contracts (Scotland)

Regulations 2015.

Police Scotland will be consulted with regards to Serious and Organised Crime checks. Any links to this type of activity may cause your tender to be rejected.

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

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

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

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

Community benefits are included in this requirement. Bidders will be required to confirm that at least 2 jobs will be filled by people who are located within West Lothian and this will be evaluated within the Fair Work First question. For more information see:

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23883. 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:

It will be a requirement that service providers are required to confirm that at least 2 jobs will be filled by people who are located within West Lothian and this will be incorporated and evaluated within the Fair Work First element of the Tender

However, Non-evaluated Community Benefits will also be incorporated and any other Community Benefits offered will be imposed as contract conditions.

(SC Ref:727702)

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

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

Livingston Sherriff Court

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Email

[Lisa.Mallaghan@westlothian.gov.uk](mailto:Lisa.Mallaghan@westlothian.gov.uk)

Country

United Kingdom