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Tender

Adoption Support

Norfolk County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-012680

Procurement identifier (OCID): ocds-h6vhtk-04fbee ([view related notices](#))

Published 3 April 2025, 9:35am

Scope

Reference

NCCT43114

Description

Norfolk County Council (NCC) is seeking a supplier to provide a therapeutic counselling service to those who are adopted, are adoptive parents or are birth parents. In addition, the service will need to provide information and support around understanding the processes for adoption including signposting to other services.

The successful provider must ensure that safely recruited and appropriately trained staff can recognise and adapt to the needs of the different service users. They must also be ready to provide an appropriate referral mechanism, working with the local authority to confirm eligibility and provide suitable materials to ensure potential users are aware of the service.

Total value (estimated)

- £74,000 excluding VAT
- £88,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 4 June 2025 to 3 June 2026
- Possible extension to 3 June 2027
- 2 years

Description of possible extension:

The Contract may be extended by up to 12 months at the Council's discretion

Main procurement category

Services

CPV classifications

- 85000000 - Health and social work services

Contract locations

- UKH15 - Norwich and East Norfolk
- UKH16 - North and West Norfolk
- UKH17 - Breckland and South Norfolk

Participation

Conditions of participation

The Council will be assessing the legal, financial and technical ability of bidders to perform the contract being procured as set out in the Invitation to Tender. This assessment includes past experience, financial suitability, health and safety, modern slavery and references. These are all designated as pass/fail criteria.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

23 April 2025, 11:00am

Tender submission deadline

6 May 2025, 11:00am

Submission address and any special instructions

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement and gain access to documents when they are available, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/aspx/BuyerProfiles>. Once registered you will be able to see the procurement project under the 'tenders' section and 'express an interest' in this tender. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing support@in-tend.co.uk.

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Service Delivery	Quality	45%
Overall price	Price	25%
Therapeutic Counselling Delivery	Quality	15%
Workforce	Quality	15%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

[Schedule 1 - Contact Details.docx](#)

[Schedule 2 - Service Spec - Adoption support .docx](#)

[Schedule 3 - Performance Monitoring.docx](#)

[Schedule 4 - Contract Price.docx](#)

[TsCs for General Consultancy for Adoption Support NCCT43114.docx](#)

[ITT for Adoption Support NCCT43114 fv.docx](#)

Contracting authority

Norfolk County Council

- Public Procurement Organisation Number: PDYH-3246-XWTR

County Hall, Martineau Lane

Norwich

NR1 2DH

United Kingdom

Email: sourcingteam@norfolk.gov.uk

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government