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Planning

## **CT1275 - SDS Advice and Support Services**

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Prior information notice without call for competition

Notice identifier: 2024/S 000-015667

Procurement identifier (OCID): ocds-h6vhtk-045a52

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Anna Penman

#### **Email**

[anna.penman@edinburgh.gov.uk](mailto:anna.penman@edinburgh.gov.uk)

#### **Telephone**

+44 1314693922

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**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**

CT1275 - SDS Advice and Support Services

**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 City of Edinburgh Council/ Edinburgh Health and Social Care Partnership are looking to understand the interest from organisations who are be able to offer:

1. Self-Directed Support (SDS) Advice and Information Service
2. Recruitment and Support Service of Personal Assistant/s (PAs)

Any future contract will be in keeping with the values, principles and legislative duties of the Social Care (Self-directed support) (Scotland) Act 2013.

The service will offer a high quality, accessible and inclusive service to adults (supported person) and children and their families assessed by the City of Edinburgh Council/EHSCP as having eligible social care needs.

The Service will empower the supported person to attain maximum independence, choice, control, inclusion and quality of life in line with the values and principles set out by the Scottish Government in their Self-Directed Support Strategy and in the Social Care (Self-directed Support) (Scotland) Act 2013. The term 'Supported Person' for the purpose of this contract follows the Definition under Sections 5, 7, and 8 of the Social Care (Self-Directed Support) (Scotland) Act 2013.

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

This contract is divided into lots: No

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

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

- 85300000 - Social work and related services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh

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

Service delivery for both service contract elements:

- The provider will be responsive to referrals and queries from a wide range of stakeholders in a timely manner with a personalised and humanistic approach to supporting individual's (the supported person's needs). Avoid a waiting list by having mitigating measures in place.
- Advice and Information, materials and resources must be accessible, inclusive and available in a range of formats to ensure individuals (the supported person) and their carer and family members can understand the advice and information provided to them by the service. This includes providing translation and interpretation services.
- Collaboration with the City or Edinburgh Council/EHSCP and other key stakeholders is a requirement to ensure effective communication and practices are undertaken to work in the best interests of the individuals (the supported person). For example, Health and Social Care professionals, 3rd sector organisations and community agencies may approach the provider for advice and guidance to help them ascertain the best support route or option available to a supported person. Any challenging issues or training needs must be openly shared and possible solutions explored and sought together.
- Promotion of the service is crucial to raise awareness and to encourage referrals via a robust communications, marketing and media model.
- Regular liaison / reporting with the assessor / reviewer and EHSCP Commissioning officer as part of continued monitoring and performance programme

The key objectives and tasks of the service provision for this contract are:

SDS Advice and information Service - to enable individuals to explore which Self-Directed Support option/s are best for them by explaining the nature and effect of the four options. Areas of support and assistance;

- Self-Directed Support options are explained and assistance provided to; draw up a personal support plan to meet their assessed needs and identified personal outcomes. Assessment and reviews, funding advice, signposting to relevant and appropriate services to aid the supported person's outcomes.
- Once a referral has been activated and the supported person has been allocated an SDS Advice worker, they should have that named person as an ongoing point of contact for as long as is necessary or feasibly possible. This allows for professional relationships and trust to be built over time.

The Recruitment and Support Service of Personal Assistants (PAs) for individuals (a

supported person) assessed by the Council as having eligible social care needs. These individuals have chosen Option 1 of the Social Care (Self-directed support) (Scotland) Act 2013 and wish to employ a Personal Assistant/s (PAs) to meet all or part of their identified eligible needs and outcomes, and this has been approved by City of Edinburgh Council in their support plan.

- Supporting the Recruitment of Personal Assistant/s (PAs) - drawing up job descriptions and creating an application pack; placing adverts; short listing candidates; support with interviewing; disclosure checks; safe recruitment advice and training, taking up references/PVG scheme checks, making a job offer.

- Employer responsibilities- Creating employee contracts, general employment advice; understanding and meeting employer responsibilities, liaising with Employer's Liability Insurance providers. Support on being a good employer for service users / carers; on-going employment advice e.g. in relation to PAs misconduct /discipline and other related matters.

- The provider needs to be aware and have the capacity to assist the supported person who may come back looking for further assistance. This may include needing to re-recruit, seek advice on a disciplinary matter, ask for support in requesting a social care review etc.

#### **II.2.14) Additional information**

The purpose of this notice is to test the current market capacity to deliver the services outlined above. Notes of interest should be made no later than 31st May 2024.

#### **II.3) Estimated date of publication of contract notice**

1 July 2024

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## **Section VI. Complementary information**

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

The purpose of this notice is to test the current market capacity to deliver the services outlined above. Notes of interest should be made no later than 31st May 2024.

By noting interest, you are agreeing to further engagement with the Council/EHSCP. There is no guarantee there will be a future tender opportunity.

Please note: TUPE may apply to this opportunity. All information contained within this document is subject to change.

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=766950](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=766950).

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