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Tender

## **Contract for: All Age Independent Advocacy Service and Children's and Young People Independent Visitor Service in the London Borough of Waltham Forest**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2021/S 000-016830

Procurement identifier (OCID): ocids-h6vhtk-02c930

Published 16 July 2021, 4:33pm

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

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

London Borough of Waltham Forest

Waltham Forest Town Hall, 701 Forest Road

Walthamstow

E17 4JF

#### **Contact**

Mr Stephen Potter

#### **Email**

[Stephen.Potter@walthamforest.gov.uk](mailto:Stephen.Potter@walthamforest.gov.uk)

#### **Telephone**

+44 7741077216

**Country**

United Kingdom

**NUTS code**

UKI53 - Redbridge and Waltham Forest

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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

Contract for: All Age Independent Advocacy Service and Children's and Young People Independent Visitor Service in the London Borough of Waltham Forest

Reference number

DN556769

#### II.1.2) Main CPV code

- 85312300 - Guidance and counselling services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Council of the London Borough of Waltham Forest ("the Authority") is seeking Tenders from suitably experienced and qualified organisations for the Contract for: All Age Independent Advocacy Service and Children's and Young People Independent Visitor Service in the London Borough of Waltham Forest and Participating Authorities ("the Contract").

The Contract shall commence on 1st October 2021 and shall continue up to and including 30th September 2024 ("the Contract Period"). At the sole discretion of the Authority the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Contract Period to midnight on 30th September 2026.

The Contract is split into two (2) Lots as follows:-

Lot 1: All Age Independent Advocacy Service

This includes the following different types of advocacy:-

- Independent Care Act Advocacy (ICAA)
- Independent Mental Health Advocacy (IMCA)

- Independent Mental Capacity Advocacy (IMCA)
- Independent Health Complaints Advocacy (IHCA)
- Independent Advocacy for Children in Care (CIC), and care leavers between the of 5-25 years

Lot 2: Children's and Young People Independent Visitor Service.

An Independent Visitor (IV) service for Children in Care and Care Leavers between the ages of 5-18 years.

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The Authority is seeking to award the Contract to a single lead provider who can deliver good quality, efficient advocacy services.

Organisations must tender for both Lots but are permitted to propose a model of delivery where the services relating to either Lot can be delivered in partnership with other providers. The Lead Provider will be responsible and accountable for the delivery of the service.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial threshold for the Contract:

Minimum of £278,000 annual turnover in last 2 years

All organisations will be financially assessed as described in Appendix 3: SQ Explanatory Document that forms part of the Invitation to Tender documentation.

The Authority retains discretion to exclude any organisation that fails to meet this

standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Quality 60%; and
- Price 40%

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

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

Value excluding VAT: £1,301,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

All Age Independent Advocacy Services

Lot No

1

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

- 85312300 - Guidance and counselling services

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

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

The All Age Independent Advocacy Service covers the following:-

Independent Care Act Advocacy (ICAA)

Independent Mental Capacity Advocacy (IMCA)

Independent Mental Health Advocacy (IMHA)

Independent Health Complaints Advocacy (IHCA)

Independent Advocacy for Children in Care (CIC), and Care Leavers between the ages of 5-25 years.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 October 2021

End date

30 September 2024

This contract is subject to renewal

Yes

Description of renewals

At the sole discretion of the Authority the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Contract Period to midnight on 30th September 2026.

#### **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) Description**

### **II.2.1) Title**

Children's and Young People Independent Visitor Service.

Lot No

2

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

- 85312300 - Guidance and counselling services

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

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

Lot 2: Children's and Young People Independent Visitor Service. .An Independent Visitor (IV) service for Children in Care and Care Leavers between the ages of 5-18 years.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 October 2021

End date

30 September 2024

This contract is subject to renewal

Yes

#### Description of renewals

At the sole discretion of the Authority the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Contract Period to midnight on 30th September 2026.

#### **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.1.2) 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



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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

18 August 2021

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

18 August 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court of England and Wales Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authority will incorporate a minimum ten (10) day standstill period at the point information on the award of the contract is notified to tenderer's. This period allows unsuccessful tenderer's to seek further de-briefing from the contracting authority before the

contract is entered into. Additional information should be requested from the contact in

Section 1.1 if an appeal regarding the award of contract has not been successfully resolved.

The Public Contracts Regulations 2015 (S1 2015 no 102) provides for aggrieved parties who

are harmed or at risk of harm by a breach of the rules take action in the High Court (England and Wales).