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Tender

One-to-one Tuition Services Framework - Virtual School and College

Portsmouth City Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2024/S 000-018126

Procurement identifier (OCID): ocds-h6vhtk-046f47

Published 12 June 2024, 9:55am

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

Buyer's address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

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

<https://intendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://intendhost.co.uk/portsmouthcc.aspx/home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

One-to-one Tuition Services Framework - Virtual School and College

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the Council') is inviting tenders from suitably qualified suppliers to provide one-to-one tuition services in relation to Portsmouth's Virtual School and College.

The council is seeking to establish a multiple supplier framework agreement to allow for the continuous delivery of one-to-one tuition services for children and young people under the care of the local authority. This may include targeted and tailored one-to-one, paired, or small group support.

Individual contracts awarded under the framework may be of any reasonable duration, regardless of when they commenced, i.e. an individual contract may outlive the expiry of the framework itself. However, given the nature of the services being sourced under the framework, it is anticipated that the duration of most individual contracts will last no longer than two years per time (unless extended).

The framework will initially be operational for 4 years though may extend beyond this for up to a further 4 years, in increments to be agreed, taking the total framework term to a maximum of 8 years. This is permissible under procurement regulations as these services fall under the Light Touch Regime.

The council is seeking to admit a maximum of five suppliers onto the framework. However, we reserve the right to change the number of suppliers admitted should a lesser number of bids be received. Additionally, we reserve the right to admit further suppliers onto the framework should other bidders score within 2% of the 5th placed framework supplier.

The council also reserves the right to reopen the framework in order to admit further suppliers in the event of capacity issues or increases in demand (e.g. the number of service users requiring one to one tuition) or should awarded suppliers leave the framework or be removed from the framework for any reason. Should the framework be re-opened then a new contract notice will be issued via Find a Tender Service and rationale for re-opening given. Existing suppliers will not need to re-tender.

The council is targeting to have awarded the Open Framework Agreement by 31st July 2024 to allow for Framework Agreement commencement on 1st January 2025. The value of services to be awarded via the Framework Agreement value is currently estimated to be £100,000 per annum, £800,000 over the maximum 8-year term. This is based on current contracted activity so actual spend may fall below or above these estimated figures.

As the volume of service user need will vary and could increase over time, the estimated value of the framework may change to an upper limit of approximately £500,000 over the initial 4-year framework term that has been set, and therefore approximately £1,000,000 over the maximum term of 8 years.

The procurement process will be undertaken in line with the following programme:

- Issue FTS Contract Notice - 12 June 2024
- Issue Invitation to Tender (ITT) - 12 June 2024
- Tender Return Deadline - 10 July 2024 midday
- Award decision notified to tenderers - 31 July 2024
- Standstill period - 1 August - 12 August 2024
- Framework Award - 13 August 2024
- Framework Commencement - 1 January 2025

Application is via completed tender submission by the deadline stated above via the Council's e-sourcing system InTend which will be used to administrate the procurement process, the system can be accessed free of charge via the web link below:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80100000 - Primary education services
- 80200000 - Secondary education services

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Portsmouth and surrounding areas.

II.2.4) Description of the procurement

The remit of the Virtual School and College is to promote and improve the education of children in the care of Portsmouth City Council. The Virtual School and College is a specialist service working with children and young people in care to promote high aspirations, access to and engagement in high quality education with a view to narrowing the achievement gaps for our children and young people.

It is vital that the educational outcomes of children and young people in care are continuously improved. Some of these individuals require additional support to engage in the learning process in order to fulfil their potential.

This framework is applicable to all targeted children and young people under the care of Portsmouth City Council of statutory school and College age. There is currently approximately 350 already a high number of children and young people in this age group and numbers entering care in general, continue to increase.

It is impossible to know the number of young people who will be coming into care, or their needs, therefore suppliers will need to respond flexibly and quickly to our requirements and demand. Regarding the current situation, approximately 150 young people have accessed tuition over the last academic year.

It is envisaged that the framework will be used principally for our requirements, however there may be occasions when other procurement routes are selected for more specialised

and/or unique requirements. No guarantee can be given as to the quantity or regularity of call-off contracts to be made - for these reasons, no guarantees of business value or volume can be given.

The council is seeking to admit a maximum of five suppliers onto the framework. Suppliers will initially be ranked according to the evaluation outcome from their bids, with the highest scoring bidder being allocated first place and with the following suppliers ranked accordingly against their original bids, which will consist of both quality and cost criteria (i.e. the higher the score outcome from the tender bids, the higher the ranking for the provider.)

Ranked direct award without re-opening competition (main route):

There will be no mini competitions conducted via the framework and call-off contracts will be directly awarded without initially reopening competition. Suppliers will be ranked highest to lowest based on their bid submission, and in accordance with the evaluation outcome.

For most requirements, unless unable to meet the criteria, the top-ranking supplier will be used in the first instance and as the first point of contact via direct call-off. If this supplier is unable to deliver the service requirements, then the second ranking supplier will be contacted, and so on, until a suitable supplier is selected.

Direct award by suitability of supplier (alternative route):

There may be situations, where children and young people may have circumstances and requirements that are very specific. In these circumstances, Portsmouth City Council will approach any appropriate service provider on the framework, to establish if the support/project/requirement can be delivered in accordance with these specific situations. This will be initiated by identifying the most appropriate service provider based on the required needs, preferences, and capacity

Ability to re-rank the framework:

Throughout the framework's term, there will be the opportunity to re-rank the framework providers based on their performance in delivering services under the framework, so that the framework ranking reflects the most efficient suppliers in relation to meeting service requirements. This will ensure that the needs of service users are continuously and adequately met in the best manner possible.

The ranking exercise may take place on either a termly or 6-monthly basis, and at the discretion of the Council's authorised officers and dependent on the amount of work that each provider is commissioned to deliver within that period. Should any provider above the lowest rank fail to achieve any KPI's within this timeframe, they may be moved down

in the ranking system by one place.

The process of re-ranking scenarios will be based upon provider's meeting the standard Key Performance Indicators (KPI's). Should all provider's meet the KPI targets set, then the framework ranking placements will remain the same until the next ranking exercise.

Re-opening the framework:

The Council will have the ability to re-open the framework periodically depending on the need to do so based upon the following barriers. The framework may be re-opened in the event of capacity issues or increases in demand (e.g. the number of service users requiring one to one tuition) or should awarded suppliers leave the framework or be removed/suspended from the framework for any reason.

Should the framework be re-opened, then a new contract notice will be issued via Find a Tender Service and rationale for re-opening given. Existing suppliers will not need to re-apply as the Council will re-open the framework purely based upon filling any vacant provider positions.

II.2.6) Estimated value

Value excluding VAT: £1,000,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

96

II.2.14) Additional information

Framework contracting details

For this Framework, it is expected that the provider will provide a copy of their standard terms and conditions, which will be utilised to implement the services. The terms and conditions provided may need to be reviewed by the Council's legal team to ensure this document is suitable, before this can be agreed upon, finalised, and signed, prior to service commencement.

Section IV. Procedure

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 July 2024

Local time

12:00pm

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

English

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The High Court Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

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

