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Tender

## **Lothian Health Board - Hospital Welfare Advice Services**

Lothian Health Board

F02: Contract notice

Notice identifier: 2022/S 000-019789

Procurement identifier (OCID): ocds-h6vhtk-0353f5

Published 20 July 2022, 3:38pm

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

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

Lothian Health Board

Waverley Gate , 2-4 Waterloo Place

Edinburgh

EH1 3EG

#### **Contact**

Richard Prvulovich

#### **Email**

[richard.prvulovich@nhslothian.scot.nhs.uk](mailto:richard.prvulovich@nhslothian.scot.nhs.uk)

#### **Telephone**

+44 7811316609

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nhsllothian.scot.nhs.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00326](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00326)

**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**

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

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

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

Lothian Health Board - Hospital Welfare Advice Services

Reference number

LOTL340-22

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

- 85323000 - Community health services

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

Services

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

Lothian Health Board is seeking suppliers who can deliver welfare advice services at our main hospital sites in the Lothian area. These comprise the Royal Infirmary of Edinburgh, the Western General Hospital, the Royal Hospital for Children and Young People, St John's, Livingston, the Midlothian Community Hospital and the East Lothian Community Hospital. The service will support patients, carers and Lothian Health Board staff with welfare rights advice issues. The service will operate from all the aforementioned hospital sites and support patients and carers/families who are attending the hospital as either inpatients or outpatients and Lothian Health Board staff working at these sites.

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

Value excluding VAT: £980,000

#### **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**

Lothian Health Board - Hospital Welfare Advice Services - Midlothian

Lot No

4

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

- 85323000 - Community health services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

Midlothian Community Hospital, Dalkeith (including Highbank Intermediate Care Facility)

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

Lothian Health Board is seeking bidders who can deliver a welfare advice service at the Midlothian Community Hospital in Dalkeith including Highbank Intermediate Care Facility. The service will work to support patients, carers and Lothian Health Board staff with welfare rights advice issues. The service will support patients and carers/families who are attending the hospital as either inpatients or outpatients and Lothian Health Board staff working at this site.

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

Quality criterion - Name: Technical Criteria / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £115,000

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

Start date

1 October 2022

End date

30 September 2025

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year contract from 1st Oct 2022 to 30th Sept 2025 with the option of two further 12 month periods to 30th Sept 2027

### **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**

Lothian Health Board - Hospital Welfare Advice Services -Edinburgh

Lot No

1

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

- 85323000 - Community health services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

Lothian Health Board is seeking suppliers who can deliver a welfare advice service at the main hospital sites in Edinburgh. These comprise the Royal Infirmary of Edinburgh, the Western General Hospital and the Royal Hospital for Children and Young People. The service will work to support patients, carers and Lothian Health Board staff with welfare rights advice issues. The service will operate from the aforementioned hospital sites and support patients and carers/families who are attending the hospital as either inpatients or outpatients and Lothian Health Board staff working at these sites

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

Quality criterion - Name: Technical Criteria / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £530,000

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

Start date

1 October 2022

End date

30 September 2025

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year contract from 1st Oct 2022 to 30th Sept 2025 with the option to extend by two further 12 month periods to 30th Sept 2027

#### **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**

Lothian Health Board - Hospital Welfare Advice Services - West Lothian

Lot No

2

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

- 85323000 - Community health services

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

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

St John's Hospital, Livingston

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

Lothian Health Board is seeking bidders who can deliver a welfare advice service at St.John's Hospital in Livingston. The service will work to support patients, carers and Lothian Health Board staff with welfare rights advice issues. The service will support patients and carers/families who are attending the hospital as either inpatients or outpatients and Lothian Health Board staff working at this site

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

Quality criterion - Name: Technical Criteria / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £220,000

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

Start date

1 October 2022

End date

30 September 2025

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year contract from 1st Oct 2022 to 30th Sept 2025 with the option of two further 12 month periods to 30th Sept 2027

### **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**

Lothian Health Board - Hospital Welfare Advice Services - East Lothian

Lot No

3

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

- 85323000 - Community health services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

East Lothian Community Hospital. Haddington

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

Lothian Health Board is seeking bidders who can deliver a welfare advice service at the East Lothian Community Hospital in Haddington. The service will work to support patients, carers and Lothian Health Board staff with welfare rights advice issues. The service will support patients and carers/families who are attending the hospital as either inpatients or outpatients and Lothian Health Board staff working at this site.

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

Quality criterion - Name: Technical Criteria / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £115,000

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

Start date

1 October 2022

End date

30 September 2025

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year contract from 1st Oct 2022 to 30th Sept 2025 with the option of two further 12 month periods to 30th Sept 2027

#### **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**

Minimum level(s) of standards possibly required

The value of any new contract award(s) must not exceed one third of the bidder's total annual turnover inclusive of the new contract(s)

Insurance - min GBP 5m Public Liability: Employer's (Compulsory) Liability as per statutory levels required

##### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

Bidders must be accredited to the Scottish National Standards for Information and Advice Providers Type III or be working towards this accreditation.

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

##### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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: No

### **IV.2) Administrative information**

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

Date

22 August 2022

Local time

4:00pm

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

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

Date

22 August 2022

Local time

4:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21880.  
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:

Details to be supplied in Specification Document

(SC Ref:700379)

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

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

Edinburgh Sheriff Court and Justice of the Peace Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

