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Tender

Specialist Financial Advice and Income Maximisation Service for Pembrokeshire

Pembrokeshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-022333

Procurement identifier (OCID): ocids-h6vhtk-035b79

Published 12 August 2022, 3:54pm

Section I: Contracting authority

I.1) Name and addresses

Pembrokeshire County Council

County Hall, Haverfordwest

Pembrokeshire

SA61 1TP

Email

roxanne.kehoe@pembrokeshire.gov.uk

Country

United Kingdom

NUTS code

UKL14 - South West Wales

Internet address(es)

Main address

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

Buyer's address

http://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0255

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk>

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

Specialist Financial Advice and Income Maximisation Service for Pembrokeshire

Reference number

PROC/2223/008

II.1.2) Main CPV code

- 85300000 - Social work and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Pembrokeshire County Council invite you to submit a bid to provide a Specialist Financial Advice and Income Maximisation Service for Pembrokeshire.

II.1.5) Estimated total value

Value excluding VAT: £1,330,400

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
- 85310000 - Social work services
- 75200000 - Provision of services to the community
- 98000000 - Other community, social and personal services
- 98133100 - Civic betterment and community facility support services
- 75300000 - Compulsory social security services

II.2.3) Place of performance

NUTS codes

- UKL14 - South West Wales

Main site or place of performance

Pembrokeshire

II.2.4) Description of the procurement

The Council requires the provision of a free, tailored and confidential advice, debt and income maximisation service within Pembrokeshire. This service must be impartial and accessible to all Pembrokeshire residents irrespective of race, gender, age, sexual orientation, religion/belief, disability or socio-economic factors.

A core prevention activity, it should be designed as both a re-active service for those in need and pro-active service to prevent people getting into difficulties.

It must include:

- general advice on issues such as debt management and welfare benefits, housing, immigration and asylum, employment, consumer complaints and landlord-tenant disputes
- specialist benefit advice and income maximisation with specific elements focusing on clients of PCC services and outreach work e.g. in schools, health settings and other locations
- debt advice, budgeting and money management

This is not a floating support service however; the provider must be flexible in their approach to those in extreme or urgent need.

Good quality specialist advice and information leads to improvements in housing conditions, improved employment and working conditions, reduced debt and increased access to benefits and other entitlements. This ultimately results in improved health and wellbeing for individuals and their families.

Advice services, including financial and debt relief services, housing advice and benefits advice are cost-effective ways to increase incomes in low-income households. Access to generalist advice and information remains a significant requirement for the residents of Pembrokeshire.

As local people's lives are impacted by the wider economic and political environment Pembrokeshire requires an advice service that can both react to and prepare for the

changing advice requirements of those people who need the service. The provider will provide relevant, specialist, independent and confidential advice and support for service users needing assistance in this area.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £1,330,400

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

Start date

1 December 2022

End date

30 November 2024

This contract is subject to renewal

Yes

Description of renewals

Extension option for a period of 12 + 12 months

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

All listed in tender documentation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Financial Conduct Authority (FCA) and Advice Quality Standard (AQS) accreditation.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

As per tender documents

III.2.2) Contract performance conditions

As per tender documents

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

13 September 2022

Local time

2:00pm

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

English, Welsh

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

13 September 2022

Local time

2:00pm

Place

County Hall, Haverfordwest

Information about authorised persons and opening procedure

To be opened by Procurement Service

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is a 2 year contract with the option to extend for up to 12 + 12 months.

VI.3) Additional information

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=122867

(WA Ref:122867)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

The Royal Courts Of Justice, The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

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