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Tender

Appropriate Adult Service

Perth & Kinross Council
Angus Council
Dundee City Council

F02: Contract notice
Notice identifier: 2021/S 000-022553
Procurement identifier (OCID): ocds-h6vhtk-02df88
Published 10 September 2021, 2:44pm

Section I: Contracting authority

I.1) Name and addresses

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

Contact

Sarah Lang

Email

Sarahlang@pkc.gov.uk

Telephone

+44 1738475000

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

http://www.pkc.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372

I.1) Name and addresses

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AN

Email

procurement@angus.gov.uk

Telephone

+44 3452777778

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

http://www.angus.gov.uk/

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236

I.1) Name and addresses

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Email

eprocurement@dundeecity.gov.uk

Telephone

+44 1382434000

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundeecity.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

I.2) Information about joint procurement

The contract involves joint procurement

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/

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://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html

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

Appropriate Adult Service

Reference number

PKC11335

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

Tender for the provision of Appropriate Adult Service across Tayside.

II.1.5) Estimated total value

Value excluding VAT: £385,000

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
- 75000000 - Administration, defence and social security services

- 75300000 - Compulsory social security services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

- UKM71 - Angus and Dundee City

Main site or place of performance

Tayside region

II.2.4) Description of the procurement

The development of a sustainable Appropriate Adult Service with national oversight to promote consistency has been identified as necessary to support the commencement of a new duty in Section 42 of 2016 Act which requires the police to request support for vulnerable individuals in police custody.

It has been agreed by the three local authorities across Tayside (Dundee City, Perth and Kinross and Angus Councils) that a joint Service is procured and that this is managed by Perth and Kinross Council.

The Service will be managed through the contract and will have an appointed provider to manage a team of self-employed Appropriate Adults.

The Appropriate Adults Co-ordinator role for Tayside will involve:

- Being responsible for the management and delivery of the Appropriate Adult Service in Tayside, assess and evaluate information relating to that service and identify current trends and gaps in service

provision. Responsible for managing performance and disciplinary issues, and lead on the recruitment and training of Appropriate Adults to the service.

- Responsible for setting annual budget for service and managing all financial matters including authorisation of expenses, purchase of equipment, print supplies and training costs.

- Maintain and further develop effective partnerships between Police Scotland (D Division) and relevant stakeholders and arrange and attend Management Group meetings as required.

- Contribute nationally to the management and development of Appropriate Adult Services across Scotland through attendance at national meetings.

- contracts and HR support, finance support for payments, control room support for Appropriate Adults regarding call outs, worker safety and traffic guidance as well as training as required.

Whilst the service will be provided across Tayside, it will be Perth and Kinross Council who will act as the host authority and Contract Administrator.

The role of an Appropriate Adult is primarily to facilitate communication during police procedures between the police and vulnerable adults aged 16 and over who have communication difficulties as a result of a mental disorder. This also applies to designated officers of the specific agencies detailed in Section 42 (3) of the 2016 Act.

The Appropriate Adult shall provide information, guidance and support to vulnerable adults whilst in Court if accused or as a witness. There may be other circumstances where an Appropriate Adult may be required, but these will be negotiated on an individual basis and in agreement with the host authority Perth and Kinross Council.

The Provider will co-ordinate the service from accessible premises based in Tayside.

The Service will be available to individuals 365 days of the year, 24 hours per day, including weekends and public holidays. The Service Co-ordinator or equivalent will ensure that there is personnel available 24 hours per day, 365 days per year to respond to requests.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20%

II.2.6) Estimated value

Value excluding VAT: £385,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a further 2 years.

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.1.2) Economic and financial standing

List and brief description of selection criteria

4B.2 Bidders will be required to state the value(s) for the following financial ratio(s):

Current Ratio (Current Assets divided by Current Liabilities)

Net Assets (Net Worth) (value per the Balance Sheet, no calculations required)

4B.5.1a It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Minimum level(s) of standards possibly required

The acceptable range for each financial ratio is:

Current Ratio It is expected that the ratio is equal to or greater than 1, i.e. Current Assets will equal or exceed Current Liabilities in each of the 2 years. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

Net Assets (Net Worth) It is expected that the Net Worth will be positive i.e. a Net Assets position in each of the 2 years. Reasons for not meeting the required test to be disclosed together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

Employer's (Compulsory) Liability Insurance = 5m GBP

Public Liability Insurance = 5m GBP

Comprehensive Car Insurance (Business use)

http://www.hse.gov.uk/pubns/hse40.pdf

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 Bidders will be required to provide 1 example in the last 3 years that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Delivering Appropriate Adult service or similar e.g. Advocacy to public or private sector

Minimum level(s) of standards possibly required

Quality Management Procedures

4D.1 The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level.

b. Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery.

c. Documented arrangements for providing the bidder's workforce with quality related training and information appropriate to the type of work for which this organisation is likely to bid.

d. Documented arrangements that the organisation has a system for monitoring quality management procedures on an on-going basis.

e. Documented arrangements for ensuring that the bidders apply quality management measures that are appropriate to the work for which they are being engaged.

f. A documented process demonstrating how the bidder deals with complaints.

Health and Safety Procedures

3. The bidder must hold a UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within

the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR

4a. The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

4c. A documented procedure how the bidder obtains access to competent Health and Safety advice and assistance.

4f. Documented arrangements for checking, reviewing and where necessary, improving the bidders H&S performance.

4h. Documented procedures for recording accidents/incidents and undertaking follow-up action.

4j. Documented arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary.

Note - Organisations with fewer than five employees are not required by law to record risk assessments.

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

12 October 2021

Local time

12:00pm

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

IV.2.7) Conditions for opening of tenders

Date

12 October 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19477. 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:

Tenderers responding to this tender opportunity are requested to adopt the following community benefits approach.

Perth & Kinross Council (PKC) is committed to maximising community benefits. Community Benefits improve the economic, social or environmental wellbeing of the specific local authority area.

To find information about current community requirements in the Perth and Kinross Council area please look at our website.

Based on estimated spend of this contract any successful supplier will be required to meet a minimum number of Community Benefits points.

(SC Ref:666900)

VI.4) Procedures for review

VI.4.1) Review body

Perth Sheriff Court

Tay Street

Perth

PH2 8NL

Telephone

+44 1738620546

Country

United Kingdom