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Tender

## **Voluntary and Community Sector (VCS) Support**

Essex County Council

F02: Contract notice

Notice identifier: 2024/S 000-023390

Procurement identifier (OCID): ocds-h6vhtk-04565f

Published 26 July 2024, 12:23pm

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

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

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

#### **Contact**

Ms Rachel Horne

#### **Email**

[rachel.horne@essex.gov.uk](mailto:rachel.horne@essex.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKH3 - Essex

**Internet address(es)**

Main address

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

Buyer's address

<https://www.essex.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**

Voluntary and Community Sector (VCS) Support

Reference number

DN729186

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

- 85000000 - Health and social work services

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

Services

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

Essex County Council (“the Council”) is seeking to commission a new Voluntary and Community Sector support service as part of a wider offer to strengthen and champion a thriving and influential voluntary and community sector within the administrative boundaries of Essex (excluding the unitary authority areas of Thurrock and Southend-on-Sea). In addition, this service will also be open to the following classification of users: NHS Healthcare (including Integrated Care Systems) both within the administrative boundaries of Essex and cross-boundary organisations.

This procurement will incorporate the following lots:

Lot 1: Universal Standard Support Offer (USSO)

Lot 2: Community Participation

An overview of the Council's requirements for this service is outlined within the lot specific sections of this notice. However, prospective bidders are advised that the full details regarding the Council's requirements for each of these lots can be found within the relevant service specification which will be published on the Council's e-tendering portal, ProContract and can be accessed via:

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

Please register for a user account to gain access to the procurement documentation for

this opportunity. The Council envisages that this procurement will be published on the aforementioned e-sourcing portal on Friday 26th July 2024.

The proposed contract commencement date for both lots is 1st December 2024 until 31st March 2031 with a break clause at 31st March 2028. Please note that the maximum duration amounts to 75 months and 30 days. However, due to the constraints with the fields in this notice, this position has been rounded up to the nearest month. The stated budget for this service is based on £75,000 for the initial four (4) months per lot and £75,000 p.a. for each subsequent year of the contracts per lot. In addition, the Council understands that there may be scope for additional funding of up to 15%, although this matter remains subject to confirmation during the post-tender phase of the project.

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

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

Maximum number of lots that may be awarded to one tenderer: 1

## **II.2) Description**

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

Universal Standard Support Offer (USSO)

Lot No

1

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

- 98133100 - Civic betterment and community facility support services

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

NUTS codes

- UKH3 - Essex

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

The Council is seeking to commission provider(s) to develop and maintain a Universal Standard Support Offer (USSO) to the Voluntary and Community Sector (VCS) in Essex. This service is designed to allow users to self-assess and directs them to relevant, up to date and accessible business and compliance advice.

The overarching purpose of this lot is to provide equity in access to quality, practical guidance to ensure organisations have the strong foundations needed to support them to achieve their goals, plan for development, become more resilient, build capacity and contribute to flourishing communities.

The successful bidder must ensure that the service delivers the following commissioning requirements:

- Ensure the USSO is hosted as a digital platform
- Allow users the ability to complete self-assessments of their organisational health
- Automatically direct users to high-quality and relevant information, advice, guidance and resources based on the outcome of their self-assessment regarding business development and compliance (e.g. governance procedures, safeguarding, policy templates, legal updates, training).
- Be easily accessible to all VCS organisations regardless of size, skill or accessibility needs.
- Allow users to intelligently browse the resources within the USSO

Please note that the above information is intended to provide an overview of the Council's commissioning requirements for this service and full details of the scope of this provision will be published in the associated service specification which can be located via ProContract.

The proposed contract commencement date is 1st December 2024 until 31st March 2031 with a break clause at 31st March 2028. The stated budget for this lot is based on £75,000 for the initial four (4) month term followed by £75,000 p.a. for each subsequent year of the contract. In addition, the Council understands that there may be scope for additional funding of up to 15%, although this matter remains subject to final confirmation.

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

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 30

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

Value excluding VAT: £525,000

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

Duration in months

76

This contract is subject to renewal

No

### **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**

Community Participation

Lot No

2

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

- 98133100 - Civic betterment and community facility support services

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

NUTS codes

- UKH3 - Essex

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

The Council is seeking to commission provider(s) to deliver a strategic approach to building Community Participation across Essex.

This lot is for the development of a broad approach to community participation, developing a culture of active and engaged communities that can be driven forward and supported by place-based resources. Leading the development of an eco-system that enables and grows community participation within the boundaries of Essex County Council (excluding Southend and Thurrock).

- Lead the creation of an ecosystem that facilitates community participation
- Support and develop a positive environment in which the value of participation is recognised and community activity is flourishing
- Embrace digital technology to connect local efforts into an integrated whole
- Advocate for accessible participation, by creating, promoting, and fostering accessible and welcoming pathways into community participation
- Identify and scope opportunities to maximise the potential of corporate volunteering capacity and return on Social Value commitments.

Please note that the above information is intended to provide an overview of the Council's commissioning requirements for this service and full details of the scope of this provision will be published in the associated service specification which can be located via ProContract.

The proposed contract commencement date is 1st December 2024 until 31st March 2031 with a break clause at 31st March 2028. The stated budget for this lot is based on £75,000 for the initial four (4) month term followed by £75,000 p.a. for each subsequent year of the contract. In addition, the Council understands that there may be scope for additional funding of up to 15%, although this matter remains subject to confirmation during the post-tender phase of the project.

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

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 30

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

Value excluding VAT: £525,000

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Variants will be accepted: No

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

List and brief description of conditions

As detailed within the tender documents.

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-013998](#)

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

Date

6 September 2024

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

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

Date

6 September 2024

Local time

12:00pm

Place

Electronically via the system functionality within the Council's e-tendering system, ProContract

Information about authorised persons and opening procedure

Electronic process — The commercial officer will conduct the opening process via the functionality within the Council's e-sourcing portal, ProContract. No postal responses or any

submissions which are issued outside the electronic portal will be accepted.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The contracting authority considers that this contract is suitable for economic operators that are small or medium enterprises (SME) and Voluntary, community and social enterprises (VCSE). However, any selection of tenderers will be based solely on the criteria set out for the procurement. Candidates are advised this procurement will be conducted via the Council's e-tendering portal, ProContract, which can be accessed via the following website:

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

Please register for a user account to gain access to the procurement documentation for this opportunity. The Council envisages that this procurement will be published on the aforementioned e-sourcing portal on Friday 26th July 2024. However, the Council reserves the right to postpone the publication in order to ensure suitable assurance that the tender documents are fit for purpose. Once the procurement is published a corresponding advertisement will be available via the Council's e-tendering portal, ProContract to enable prospective bidders to access, view and respond to this opportunity.

In order to submit an effective expression of interest in this opportunity, candidates must utilise the functionality within the Council's e-tendering portal.

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

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

The High Court

The Royal Courts of Justice, The Strand

London

WC2A 2LL

Country

United Kingdom