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Tender

Autism Information, Advice and Support Services

North Ayrshire Council
East Ayrshire Council
South Ayrshire Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2023/S 000-023938

Procurement identifier (OCID): ocds-h6vhtk-03f014

Published 15 August 2023, 4:20pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Email

lynseybennett@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

East Ayrshire Council

Corporate Procurement Team, London Road HQ

Kilmarnock

KA3 7BU

Email

procurement@east-ayrshire.gov.uk

Telephone

+44 1563576000

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.east-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA0022

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I.1) Name and addresses

South Ayrshire Council

County Buildings, Wellington Square

Ayr

KA7 1DR

Email

procurement@south-ayrshire.gov.uk

Telephone

+44 3001230900

Country

United Kingdom

NUTS code

UKM94 - South Ayrshire

Internet address(es)

Main address

<http://www.south-ayrshire.gov.uk/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA0040

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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>

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

Autism Information, Advice and Support Services

Reference number

NAC/5157

II.1.2) Main CPV code

- 85300000 - Social work and related services

II.1.3) Type of contract

Services

II.1.4) Short description

North Ayrshire Council are seeking to appoint a suitably qualified service provider to deliver autism information, advice and support services. The service will support people from across Ayrshire who have personal or professional questions regarding autism.

The service will be delivered across all Ayrshire authorities, inclusive of East Ayrshire Council, North Ayrshire Council and South Ayrshire Council.

The contract will be for a period of 3 years with the option to extend for a up to a further 24 months.

The contract will be let under North Ayrshire Council's Terms and Conditions of Contract for Health and Social Care Services.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85000000 - Health and social work services

- 85310000 - Social work services
- 85312000 - Social work services without accommodation
- 85312300 - Guidance and counselling services
- 85312310 - Guidance services
- 85312400 - Welfare services not delivered through residential institutions

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire

Main site or place of performance

East Ayrshire Council, North Ayrshire Council, South Ayrshire Council

II.2.4) Description of the procurement

Core service delivery will offer the following supports as a minimum across the term of the contract:

- One-to-one advice, information and guidance delivered in a person-centred manner across a wide variety of platforms (face-to-face, telephone, text, email and Microsoft Teams)
- 8 week workshops focussing on parent and carers and how to support their child/young person
- Provide relevant and timely information, advice, and signposting to individuals living with Autism. This will include families and carers.
- Create strong working partnerships with clinical and non-clinical statutory services who work with the same client group.
- Develop strong working partnerships with third sector and community support groups who work with the same client group.
- Collaborate and work with other organisations to share knowledge and best practice.
- Identify development opportunities and utilise all available training

- Provide a high-quality service that is informative and person-centred.
- Encourage and support service users to enhance their existing and acquire additional skills, thereby promoting their independence.
- Encourage and support service users to develop the skills to become included in their community to the degree that is desirable to them, thereby reducing social isolation.

The service will be required to manage resources effectively and meet all specified targets.

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

Start date

1 April 2024

End date

31 March 2027

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.2.14) Additional information

The contract may be extended for up to a further 24 months.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

Bidders may be excluded if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Bidders must have a minimum yearly “specific” turnover of 198,000GBP for the last 3 years in the business area covered by the contract.

NAC reserve the right to review the bidder's financial information using company watch at tender stage and throughout the contract. If the bidder's financial health score is 25 or less, further information will be requested to ensure the equivalent economic and financial standing is adhered to. If this is not satisfactory, the bidder will be excluded from the process. Bidders who can't meet the required level of turnover will be excluded from the process. Where turnover information is not available, the bidder must state the date which they were set up or started trading.

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

All staff employed in the delivery of this contract must be PVG registered (or equivalent).

III.2.2) Contract performance conditions

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

Employer's (Compulsory) Liability Insurance = 10,000,000 GBP in respect of any one event

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

Public Liability Insurance = minimum 5,000,000 GBP in respect of any one event

Third-Party Motor Vehicle Insurance - A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.1.10) Identification of the national rules applicable to the procedure

Information about national procedures is available at:

<http://www.gov.scot/Topics/Government/Procurement>

IV.1.11) Main features of the award procedure

This procurement is based on the most economically advantageous tender ("MEAT") on the basis of best price and quality ratio, where price is 20% and quality is 80%. Please see PCS-Tender for further information.

IV.2) Administrative information

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

Date

19 September 2023

Local time

12:00pm

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

English

Section VI. Complementary information

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

Bidders are required to provide 2 examples of services carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services described in the Contract Notice. The services must be of a similar value, size and scope. Unsatisfactory experience will result in exclusion from the tender process.

Bidders must also provide 2 satisfactory references for the same 2 contracts on the reference templates provided. References should be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2C.1.

Lots are not being used for this tender for the reason stated below:

- Nature of the contract not suitable for lots
- Delivery of the contract is location specific

Quality Management Procedures

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 a documented policy regarding quality management, see attachment at SPD question 4D.1.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment at SPD question 4D.2.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24893.
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:

Community benefits will be required on a voluntary basis.

(SC Ref:741727)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

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

