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Tender

## **EHC Plan Writing Service**

Suffolk County Council

F02: Contract notice

Notice identifier: 2023/S 000-025535

Procurement identifier (OCID): ocds-h6vhtk-03f843

Published 31 August 2023, 7:19am

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

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

Suffolk County Council

Endeavour House, Russell Road

IPSWICH

IP1 2BX

#### **Contact**

Katrina Browning

#### **Email**

[katrina.browning@suffolk.gov.uk](mailto:katrina.browning@suffolk.gov.uk)

#### **Telephone**

+44 1473264490

#### **Country**

United Kingdom

**NUTS code**

UKH14 - Suffolk

**Internet address(es)**

Main address

[www.suffolksourcing.uk](http://www.suffolksourcing.uk)

**I.3) Communication**

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

[www.suffolksourcing.uk](http://www.suffolksourcing.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.suffolksourcing.uk](http://www.suffolksourcing.uk)

Tenders or requests to participate must be submitted to the above-mentioned address

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

[www.suffolksourcing.uk](http://www.suffolksourcing.uk)

**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**

EHC Plan Writing Service

Reference number

CD1406

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

- 85320000 - Social services

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

Services

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

Suffolk County Council are currently out to tender for the provision of EHC Plan Writing Service . This opportunity is available in the `Current Tenders` area of portal. Interested parties are invited to express their interest to gain full access to the tender documentation. The service will provide an EHC plan writing service, amending and writing new EHC plans using information provided with guaranteed minimum volumes . The volume of EHCPs to be completed will be reviewed and agreed on a quarterly basis. To support the service delivery wherever possible the Council will endeavour to maintain consistency regarding the agreed volumes requested. The deadline date for submissions of the tender is 12 noon on Friday 22nd September 2023. Please note late returns will NOT be accepted.

#### **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**

Lot 1 – EHC Plan Writing Service

Lot No

Lot 1

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

- 80000000 - Education and training services
- 85320000 - Social services

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

NUTS codes

- UKH14 - Suffolk

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

To provide an EHC plan writing service, amending and writing new EHC plans using information provided. The volume of EHCPs to be completed will be reviewed and agreed on a quarterly basis. To support the service delivery wherever possible the Council will endeavour to maintain consistency regarding the agreed volumes requested.

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

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

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

Start date

1 December 2024

End date

31 December 2028

This contract is subject to renewal

Yes

Description of renewals

This contract may be subject to renewal.

### **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**

Lot 2 – EHC Plan Writing Service with access to case management system Liquid Logic

Lot No

Lot 2

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

- 80000000 - Education and training services
- 85320000 - Social services

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

NUTS codes

- UKH14 - Suffolk

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

To provide an EHC plan writing service, amending and writing new EHC plans using information provided. The volume of EHCPs to be completed will be reviewed and agreed on a quarterly basis. To support the service delivery wherever possible the Council will endeavour to maintain consistency regarding the agreed volumes requested.

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

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

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

Start date

1 January 2024

End date

31 December 2028

This contract is subject to renewal

Yes

Description of renewals

The contract may be subject to renewal.

#### **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 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

22 September 2023

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

22 September 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This may be a recurrent procurement

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

This is a Light Touch Regime procurement under the Public Contracts Regulations 2015. Using an open tender process with the option of negotiation. If the Contracting Authority identifies that the scope of this procurement falls within a business sector which may be attractive to infiltration by organised crime groups, the Contracting Authority reserves the right to include enhanced probity checks / requirements at the award stages of the procurement. Procurement Policy Note 09/21 requires us to calculate the value of contracts inclusive of VAT, however we can advertise them exclusive of VAT. The advertised value here is £1,000,000 exclusive of VAT.

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

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

Suffolk County Council

Ipswich

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Suffolk County Council incorporates a minimum 10 calendar day standstill period from the point at which information on the award of contract is communicated to the tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. If an appeal regarding the award of contract has not been successfully resolved: The Public Contracts Regulations 2015 as amended provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules, to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly.

