

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/025535-2023>

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

Telephone

+44 1473264490

Country

United Kingdom

NUTS code

UKH14 - Suffolk

Internet address(es)

Main address

www.suffolksourcing.uk

I.3) Communication

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

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

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

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

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

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

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.