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Tender

Education Health and Care Plan Writing

NORFOLK COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2024/S 000-026060

Procurement identifier (OCID): ocds-h6vhtk-048b6a

Published 16 August 2024, 10:17am

Section I: Contracting authority

I.1) Name and addresses

NORFOLK COUNTY COUNCIL

Martineau Lane

NORWICH

NR12DH

Contact

Sarah Hardy

Email

sarah.hardy@norfolk.gov.uk

Telephone

+44 1603223968

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

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

Education Health and Care Plan Writing

Reference number

NCCT43015

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

Norfolk County Council requires an EHCP (Education, Health, and Care Plan) writing service to professionals directly responsible for caring for and supporting children and young people (CYP) with special educational needs. The EHCP writing service provided will enable the professionals to meet their responsibilities to the child or young person.

The Council is not guaranteeing a level of work under this contract. The service is required as an "overflow" service for the Council i.e to cover demand at peak times and when absences within the internal team leads to a backlog.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79990000 - Miscellaneous business-related services

- 85300000 - Social work and related services

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk
- UKH16 - North and West Norfolk
- UKH17 - Breckland and South Norfolk

Main site or place of performance

Norfolk

II.2.4) Description of the procurement

Norfolk County Council requires an EHCP (Education, Health, and Care Plan) writing service to professionals directly responsible for caring for and supporting children and young people (CYP) with special educational needs. The EHCP writing service provided will enable the professionals to meet their responsibilities to the child or young person.

The Council is not guaranteeing a level of work under this contract. The service is required as an "overflow" service for the Council i.e to cover demand at peak times and when absences within the internal team leads to a backlog.

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Council has the right to extend the contract by a further period or periods totalling 36 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The value in this contract is estimate only. It is exclusive of VAT and includes estimated inflation. This is a no guarantee of volumes contract and therefore the value will be dependent on how often the Council needs to use the service.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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: No

IV.2) Administrative information

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

Date

16 September 2024

Local time

10:00am

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

16 September 2024

Local time

10:05am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc.aspx/BuyerProfiles>. Once registered you will be able to see the procurement project under the `tenders` section and `express an interest` to view the documentation. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing support@in-tend.co.uk.

VI.4) Procedures for review

VI.4.1) Review body

nplaw

Martineau lane

Norwich

NR1 2DH

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.