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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](mailto: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

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## 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.

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### **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

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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: 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

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## **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](mailto: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.