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Tender

## **The Provision of Specialised Employment Support for West Lothian Parents**

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-026597

Procurement identifier (OCID): ocds-h6vhtk-03fb25

Published 8 September 2023, 11:50am

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

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

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

#### **Contact**

Lisa Mallaghan

#### **Email**

[Lisa.Mallaghan@westlothian.gov.uk](mailto:Lisa.Mallaghan@westlothian.gov.uk)

#### **Telephone**

+44 1506281814

#### **Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<http://www.westlothian.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The Provision of Specialised Employment Support for West Lothian Parents

Reference number

CC13038

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

- 80400000 - Adult and other education services

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

Services

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

The Scottish Government have provided Local Authorities with funding under the No One Left Behind (NOLB) Child Poverty policy. This policy intends to work towards eradicating child poverty in Scotland through various means including Parental Employment Support.

The contract will have three lots which providers can bid for single or multiple lots. Providers will require eligible West Lothian parents to be supported to gain sectorial training, work experience and specialised employability skills that will enable them to gain employment aligned to their individual skills and work expectations or progress within their current workplace.

#### **II.1.5) Estimated total value**

Value excluding VAT: £570,000

#### **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 - Qualifications

Lot No

1

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

- 80000000 - Education and training services
- 80300000 - Higher education services
- 80400000 - Adult and other education services
- 80410000 - Various school services
- 80520000 - Training facilities
- 80511000 - Staff training services
- 80500000 - Training services
- 80530000 - Vocational training services
- 80521000 - Training programme services
- 80570000 - Personal development training services
- 85312310 - Guidance services
- 85312300 - Guidance and counselling services
- 80510000 - Specialist training services
- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM78 - West Lothian

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

The provision of training programmes with recognised qualifications in areas that are relevant to the local economy and aligned to the needs and capabilities of the clients. Qualifications must be aligned to employment opportunities within the local labour market and consider the client's personal circumstances and family commitments. The training provided must support the clients to progress into employment or move closer to the

labour market at the end of the course.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Start date

27 November 2023

End date

31 March 2024

This contract is subject to renewal

No

#### **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 - Mentoring

Lot No

2

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

- 79634000 - Career guidance services
- 85312300 - Guidance and counselling services
- 85312310 - Guidance services
- 80000000 - Education and training services
- 80500000 - Training services
- 80510000 - Specialist training services
- 80530000 - Vocational training services
- 80521000 - Training programme services
- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM78 - West Lothian

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

An in-work mentor programme designed to create work placements that support marginalised clients that require additional assistance and support in the work place. This should include securing mentoring positions, liaising with the employer and providing 1 to 1 mentoring support to the client whilst undertaking the placement. Where the opportunity to progress results from the placement support must be provided to secure this progression and for an initial settling in period.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Start date

27 November 2023

End date

31 March 2024

This contract is subject to renewal

No

#### **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 3 - Employability Support

Lot No

3

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

- 79634000 - Career guidance services
- 85312310 - Guidance services
- 85312300 - Guidance and counselling services
- 80000000 - Education and training services
- 80500000 - Training services
- 80510000 - Specialist training services
- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM78 - West Lothian

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

Working alongside Access2employment service to compliment the current provision and bridge gaps to targeted niche groups of parents via the provision of a range of employability programmes.

Programmes should be designed to address client's barriers including confidence and self-worth, lack of work experience, mental health issues etc, and they must include support to access current income maximisation services, work placements and volunteering opportunities as a recognised means of progression for clients.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Start date

27 November 2023

End date

31 March 2024

This contract is subject to renewal

No

#### **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 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: Yes

### **IV.2) Administrative information**

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

Date

6 October 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

6 October 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Re: SPD Q3D.1, 3D.2 and 3D.3 Bidders should answer these questions on Environmental, social and labour law in relation to compliance

with the regulations covering Scotland and the UK.

Please note there are minimum requirements concerning Cyber Security for this contract, which will be evaluated on a pass/fail basis.

West Lothian Council is committed to maximising Community Benefits from its procurement activities. Under this procurement, the

contractor, and its supply chain, will be required to support the authority's economic, social and environmental objectives relating to

participation in skills development, training and employment initiatives and other value-added contributions. Accordingly, contract

performance conditions may relate in particular to social, economic and environmental considerations.

While the Community Benefits Information will in no way be scored/evaluated/taken into account beyond the requirement that it is

included in the bidder's Tender Submission, if the Community Benefits Information contains any Community Benefits, these will be

accepted by the Authority via the contract variation process and will be enforceable as part of the contract. Accordingly, where a contract is awarded to a bidder whose Tender Submission included Community Benefits, the bidder will be required to deliver those Community

Benefits as part of the contract. The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25136 . For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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(SC Ref:743830)

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

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

Livingston Sherriff Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom