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Tender

Complex Package of Care

West Lothian Council

F02: Contract notice

Notice identifier: 2025/S 000-027880

Procurement identifier (OCID): ocds-h6vhtk-05275c

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Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Email

hayleigh.valentine@westlothian.gov.uk

Telephone

+44 1506281814

Fax

+44 1506281325

Country

United Kingdom

NUTS code

UKM78 - West Lothian

Internet address(es)

Main address

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

Buyer's address

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Complex Package of Care

Reference number

CC14010

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

The council are seeking tenders from providers to provide a 24/7 package of care for an individual with complex behaviours.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 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 council are seeking tenders from providers to provide a 24/7 package of care for an individual with complex behaviours.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £1,000,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

One year contract with the option to extend by upto a further 12 months in total.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 5

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Where required, contracts that fall within the specific risk sectors as defined by Police Scotland, or, where there is a suspicion that risk may be present, WLC will provide Police Scotland information on the representatives of the bidder (SPD Part 2B) to allow Police Scotland to review and provide feedback on information provided.

Please note: when completing SPD section 1.11/12 (delete non-relevant section) Part 2B, this should be completed using personal information as follows: your full name including any middle names as it appears on your birth and/or marriage certificate; the day date and month you were born and the location of your birth; and your home address and postcode. The name entered must be consistent with any birth certificate, marriage certificate etc. Failure to provide the correct information may result in your bid being excluded from the tender process or an offer of contract being withdrawn should the information prove to be incomplete or incorrect at a later stage.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Re SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that 49 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will

review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

With reference to SPD Q4B; It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

Minimum level(s) of standards possibly required

Employer's Liability Insurance = 10m GBP

Public Liability Insurance = 5m GBP

Professional Indemnity Insurance = 2m GBP

Medical Malpractice = 5m GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to SPD Q4C, Bidders are required to provide two examples which demonstrate relevant experience of providing support where an assessment of risk has concluded that supported person present with behaviour that challenge to such an intensity, frequency, or duration as to threaten the quality of life and/or the physical safety of the individual or others. Thus leading to responses that are restrictive, aversive or result in exclusion and/or deny access to the use of ordinary community facilities. Include staff experience of providing Positive Behaviour Support (or equivalent) to individuals who display behaviour that challenges.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

With reference to Q4A; It is a requirement that bidders are to be registered with the Care

Inspectorate at Level 3. Staff are also required to be registered with the SSSC.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

23 June 2025

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

27 June 2025

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: 6 (from the date stated for receipt of tender)

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

This exercise is being conducted under the restricted procedure. Stage One (PQQ) will be evaluated on a pass/fail basis. Only those bidders

that pass all requirements of stage one will proceed through to stage two.

Stage two will have specific award criteria which will be published alongside the ITT.

Please note, following stage one of the tender exercise those bidders that have been shortlisted for stage two will be required to complete and return a non-disclosure agreement due to sensitivities involved of the supported person.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 29262. For more information see:

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

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please note: Community Benefits proposals will not form part of the award criteria and will not be evaluated but will be contractual

obligations. More information can be found on the council's website.

(SC Ref:799875)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sheriff Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom