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Tender

## **Personal Care for a Young Person with Complex Disabilities**

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Prior information notice with call for competition

Notice identifier: 2022/S 000-028539

Procurement identifier (OCID): ocds-h6vhtk-0374ae

Published 11 October 2022, 12:40pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

John Youngs

#### **Email**

[john.youngs@edinburgh.gov.uk](mailto:john.youngs@edinburgh.gov.uk)

#### **Telephone**

+44 1314693922

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.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**

Personal Care for a Young Person with Complex Disabilities

Reference number

CT0918

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

- 85310000 - Social work services

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

Services

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

The City of Edinburgh Council are urgently seeking a suitably qualified Care at Home Provider to provide the management of/ and supply of high-quality carers (preferably female) to support the home care for a 13-year-old girl (M) who has a diagnosis of Dravet's Syndrome and Cerebral Palsy and requires support with all aspects of her life. M also has a severe visual impairment and is gastrostomy fed.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 85000000 - Health and social work services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The City of Edinburgh Council are urgently seeking a suitably qualified Care at Home Provider to provide the management of/ and supply of high-quality carers (preferably female) to support the home care for a 13-year-old girl (M) who has a diagnosis of Dravet's Syndrome and Cerebral Palsy and requires support with all aspects of her life. M also has a severe visual impairment and is gastrostomy fed.

More details are contained within the attached PIN document.

The total weekly care requirement is estimated to be in the region of 44 hours average per week based on the pattern set out in the table in the attached document with an additional 130 hours to be used flexibly per annum during the school holidays.

This table shows the pattern and staffing required during term time. Staffing ratio 2 to 1 is required.

The Council would be interested to hear from Providers who could deliver parts of the service, or work with other Providers to propose solutions to the full care plan.

#### **II.2.7) Duration of the contract or the framework agreement**

Duration in months

60

#### **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.2.14) Additional information**

A Providers Event will be held in October or November online to give providers the opportunity to meet with key Council staff to discuss the requirement. Please see attached PIN notice document for details, and email [john.youngs@edinburgh.gov.uk](mailto:john.youngs@edinburgh.gov.uk) to register your interest.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

It is a mandatory requirement of this Contract that the Provider shall register / be registered with the Care Inspectorate (CI) for the provision of Care at Home Services suitable for children and young people and have an average grade no lower than a 3. If the Provider should, for whatever reason, fall below a grade of 3 then the Provider will work with the Council to address any issues or concerns quickly as part of an action plan.

It is a mandatory requirement of this Contract that the Provider has a proven track record and the relevant expertise required to deliver this type of service.

The Service Provider will ensure that the taking up of references for all staff will be undertaken. It is a mandatory requirement of this Contract that the Provider will ensure staff providing the services are PVG screened at the required level and meet the legal requirements to work in the UK. Please see guidance at:

<https://www.mygov.scot/organisations/disclosure-scotland/>

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Procedure involving negotiation

#### **IV.1.11) Main features of the award procedure**

If a supplier believes they can fulfil part or all of the specification, please complete the SPD linked with this PIN and submit a written proposal (2 sides A4) detailing: Which elements of the Specification you propose to deliver and how; the hourly rates and associated charges (management, overheads) with the proposal.

The Council will then take forward to negotiation and resubmission the best combination or single proposals that provide the necessary outcomes for the individual.

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

#### **IV.2.2) Time limit for receipt of expressions of interest**

Date

11 November 2022

Local time

11:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.5) Scheduled date for start of award procedures**

1 December 2022

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## **Section VI. Complementary information**

### **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**

Attached to this notice are a Draft Specification and Terms and conditions for working with the City of Edinburgh Council. Potential suppliers should register their interest in PIN Notice, and download all attached documentation.

If a supplier believes they can fulfil part or all of the specification, they should complete the SPD linked with this PIN Call for Competition and submit a written proposal (no more than 2 sheets of A4) detailing how they are proposing to support or deliver the specification.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=708330](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=708330).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

(SC Ref:708330)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=708330](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=708330)

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

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

Edinburgh Sheriffs Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom