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Tender

Direct Payment Support Services

Essex County Council
Essex Partnership University NHS Foundation Trust

F02: Contract notice

Notice identifier: 2022/S 000-029590

Procurement identifier (OCID): ocds-h6vhtk-036359

Published 20 October 2022, 1:00pm

Section I: Contracting authority

I.1) Name and addresses

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

Contact

Ms Rachel Horne

Email

rachel.horne@essex.gov.uk

Telephone

+44 3330322307

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

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

Buyer's address

<https://procontract.due-north.com/Login>

I.1) Name and addresses

Essex Partnership University NHS Foundation Trust

Thurrock Community Hospital, Thameside House, Long Lane

Grays

RM16 2PX

Contact

Mr Martin Johnson

Email

martin.johnson8@nhs.net

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

<https://eput.nhs.uk/>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://procontract.due-north.com/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Login>

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

Direct Payment Support Services

Reference number

DN621930

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

Essex County Council (“the Council”) is seeking to commission a new Direct Payments Support Service (DPSS) to enable people who are ordinarily resident within the administrative boundaries of Essex (excluding the unitary authority areas of Thurrock and Southend-on-Sea) to manage their direct payment.

This procurement will incorporate the following lots:

Lot 1: Independent Information and Advice Service and Personal Assistant (PA) Support Hub

Lot 2: Payment/Payroll/Account Management services

Further details regarding the Council’s requirements for each of these lots can be found within the relevant service specification which will be published on the Council’s e-tendering portal, ProContract and can be accessed via:

<https://procontract.due-north.com/>

Please register for a user account to gain access to the procurement documentation for this opportunity. The Council envisages that this procurement will be published on the aforementioned e-sourcing portal on Thursday 20th October 2022.

Prospective bidders are advised that the Council will act akin to a central purchasing body in relation to this procurement opportunity in conjunction with Essex Partnership University NHS Foundation Trust (EPUT) who will access but not formally be a party to the ensuing contract. In addition, please note that whilst the ensuing DPSS contracts will primarily be used to support people with either social care and/or mental health needs to manage their personal budgets via a Direct Payment; it will also be open for the following classification of users within the administrative area of Essex: NHS Healthcare (including local Integrated Care Systems).

In addition, bidders are advised that this service will be commissioned under an initial three (3) year term with the option to extend for a further two (2) years at the Council’s sole discretion; thereby resulting in a maximum possible contract duration of five (5) years.

II.1.5) Estimated total value

Value excluding VAT: £4,650,000

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

Independent Information and Advice Service and Personal Assistant (PA) Support Hub

Lot No

1

II.2.2) Additional CPV code(s)

- 85000000 - Health and social work services
- 85312310 - Guidance services

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

II.2.4) Description of the procurement

This lot is designed to secure suitable provision of an advice and information service relating to direct payments, which will also include Employer Advice and Guidance Services and a Personal Assistant support hub delivered to individuals who may be considering taking a Direct Payment or already have one in place, and who are ordinarily resident in Essex.

Further details of the Council's requirements for this lot can be found within the service specification for this procurement on the Council's e-sourcing portal, ProContract as detailed in section 1.3 of this notice above.

Please note that the stated contractual value of £1,400,000 for this lot reflects the estimated value of this contract over the course of the maximum 5-year duration of the service based upon the Council's current and forecast demand and expenditure of £280,000 per annum.

II.2.5) Award criteria

Quality criterion - Name: Qualitative Questions / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £1,400,000

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

Bidders are advised that this service will be commissioned under an initial three (3) year term with the option to extend for a further two (2) years at the Council's discretion; thereby resulting in a maximum possible contract duration of five (5) years.

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

Payment/Payroll/Account Management services

Lot No

2

II.2.2) Additional CPV code(s)

- 85321000 - Administrative social services

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

II.2.4) Description of the procurement

This lot is designed to secure suitable provision of Payment Services and Account Management to support people with either social care and/or mental health needs (across both adults and children's services) to manage their personal budgets via a Direct Payment (DP).

Please note that the successful bidder for this lot will be required to deliver all the following specified requirements (noting that not every DP recipient will require support from all of the constituent elements of this provision):

- Payroll - to support DP recipients who employ their own Personal Assistant(s)
- Bought Ledger - to support individuals to pay for social care services using their Direct Payment; and
- Account Management - to ensure that Direct Payment money for each DP recipient is received in an identifiable, named account from which all relevant payments can be made.

Further details of the Council's requirements for this lot can be found within the service specification for this procurement on the Council's e-sourcing portal, ProContract as detailed in section 1.3 of this notice above.

Please note that the stated contractual value of £3,250,000 for this lot reflects the estimated value of this contract over the course of the maximum 5-year duration of the service based upon the Council's current and forecast demand and expenditure of £650,000 per annum.

II.2.5) Award criteria

Quality criterion - Name: Qualitative Questions / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £3,250,000

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

Bidders are advised that this service will be commissioned under an initial three (3) year term with the option to extend for a further two (2) years at the Council's discretion; thereby resulting in a maximum possible contract duration of five (5) years.

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

As detailed within the tender documents.

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-023941](#)

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

Date

2 December 2022

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

1 December 2022

Local time

11:20am

Place

Via ProContract

Information about authorised persons and opening procedure

Electronic process — The commercial officer will conduct the opening process via the functionality within the Council's e-sourcing portal, ProContract. No postal responses or any submissions which are issued outside the electronic portal will be accepted.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. Candidates are welcome to bid for either single or multiple lots of this procurement.

Candidates are advised this procurement will be conducted via the Council's e-tendering portal, ProContract, which can be accessed via the following website:

<https://procontract.due-north.com/Login>

Please register for a user account to gain access to the procurement documentation for this opportunity.

The Council envisages that this procurement will be published on the aforementioned e-sourcing portal on Thursday 20th October 2022. However, the Council reserves the right to postpone the publication in order to ensure suitable assurance that the tender documents are fit for purpose. Once the procurement is published a corresponding advertisement will be available via the Council's e-tendering portal, ProContract to enable prospective bidders to access, view and respond to this opportunity.

In order to submit an effective expression of interest in this opportunity, candidates must utilise the functionality within the Council's e-tendering portal.

VI.4) Procedures for review

VI.4.1) Review body

The High Court

The Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom