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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): ocids-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](mailto: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](mailto: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

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## **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

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## **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

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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.2.1) 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.

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## **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