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Tender

## **Information & Advice Service to Minority Ethnic Carers**

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2023/S 000-029735

Procurement identifier (OCID): ocds-h6vhtk-040a74

Published 9 October 2023, 4:10pm

The closing date and time has been changed to:

**10 November 2023, 11:00am**

See the [change notice](#).

## **Section I: Contracting authority**

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[paula.deegan@edinburgh.gov.uk](mailto:paula.deegan@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**

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

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<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**

Information & Advice Service to Minority Ethnic Carers

Reference number

CT1251

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

- 85000000 - Health and social work services

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

Services

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

This service provides information, advice and peer support to minority ethnic families with children and young people who have a disability and who live in Edinburgh. The service will offer one-to-one case work and group sessions to those whose child or young person is aged from birth to school leaving age. The service may support the carer during the child's transition from school leaving age for a period of up to 12 months.

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

Value excluding VAT: £261,050

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

This contract is divided into lots: No

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

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

- 85300000 - Social work and related services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

This is an open procedure for a support and advice service for Minority Ethnic parents/carers for their disabled children.

The procedure will be assessed on SPD mandatory requirements, 70% Quality and 30% cost.

## **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**

All additional information is contained within the documents supplied for download. Please ensure that bidding organisations read all relevant information supplied.

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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

Providers must hold or commit to obtaining the following

- Tenderers are required to have a min general annual turnover of 109,916 GBP for the last two financial years
- Employer's (Compulsory) Liability: 5 million GBP
- Public Liability: 10 million GBP
- Health and Safety Policy
- PVG Clearance for all relevant staff
- Climate Change Plan
- In addition, providers must satisfy the Council's financial probity assessment, with regards to ratios.

Further information is included within the SPD, the Invitation to Tender and the Tenderers Submission.

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.10) Identification of the national rules applicable to the procedure**

Information about national procedures is available at: <https://www.gov.scot/policies/public->

[sector-procurement/](#)

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

70% quality and 30% cost

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

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

Originally published as:

Date

8 November 2023

Local time

11:00am

Changed to:

Date

10 November 2023

Local time

11:00am

See the [change notice](#).

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

English

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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**

Tenderers are also asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage. Tenderers are asked to confirm that they will include the standard clause in all contracts used in the delivery of the requirements, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for

sub-contractors to refer to in the case of payment difficulties. This will require you to actively monitor payment performance and provide

evidence and reports to the contracting authority on a regular basis.

If you do not intend to use any sub-contractors, please answer N/A.

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

Please note that TUPE may apply to this service. Please refer to TUPE note to Suppliers.

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=746902](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=746902).

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.

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

There is a Community Benefit/added value question included within the Tenderers submission and this is also addressed within the Specification.

(SC Ref:746902)

Download the ESPD document here:  
[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=746902](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=746902)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the



Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.