

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030032-2022>

Tender

## **Provision of a Parent Partnership Tender**

Caerphilly CBC  
Newport City Council  
Monmouthshire County Council  
Torfaen County Borough Council  
Blaeanu Gwent County Borough Council

F21: Social and other specific services – public contracts  
Contract notice  
Notice identifier: 2022/S 000-030032  
Procurement identifier (OCID): ocds-h6vhtk-037bee  
Published 25 October 2022, 12:32pm

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

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

Caerphilly CBC

Penallta House

Hengoed

CF82 7RG

#### **Contact**

Helen Sellwood

#### **Email**

[SellwHL@caerphilly.gov.uk](mailto:SellwHL@caerphilly.gov.uk)

#### **Telephone**

+44 1443863282

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.1) Name and addresses**

Newport City Council

Civic Centre

Newport

NP20 4UR

**Email**

[procurement@newport.gov.uk](mailto:procurement@newport.gov.uk)

**Telephone**

+44 1633656656

**Country**

United Kingdom

**NUTS code**

UKL21 - Monmouthshire and Newport

**Internet address(es)**

Main address

[www.newport.gov.uk](http://www.newport.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0273](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0273)

**I.1) Name and addresses**

Monmouthshire County Council

Rhadyr

Usk

NP15 1GA

**Email**

[contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)

**Telephone**

+44 1633656656

**Country**

United Kingdom

**NUTS code**

UKL21 - Monmouthshire and Newport

**National registration number**

County Hall

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=)

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

Torfaen County Borough Council

Civic Centre,

Pontypool

NP4 6YB

#### **Email**

[stephen.chambers@torfaen.gov.uk](mailto:stephen.chambers@torfaen.gov.uk)

#### **Telephone**

+44 1633656656

#### **Country**

United Kingdom

#### **NUTS code**

UKL16 - Gwent Valleys

#### **National registration number**

County Hall

#### **Internet address(es)**

Main address

[www.torfaen.gov.uk](http://www.torfaen.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=)

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

Blaeanu Gwent County Borough Council

The General Offices

Steelworks Road

NP23 6DN

#### **Email**

[Education.department@blaenau-gwent.gov.uk](mailto:Education.department@blaenau-gwent.gov.uk)

#### **Telephone**

+44 1633656656

#### **Country**

United Kingdom

#### **NUTS code**

UKL16 - Gwent Valleys

#### **National registration number**

County Hall

#### **Internet address(es)**

Main address

<http://www.blaenau-gwent.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=)

### **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://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

Tenders or requests to participate must be submitted to the above-mentioned address

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://supplierlive.proactisp2p.com/account/login>

### **I.4) Type of the contracting authority**

Regional or local authority

### **I.5) Main activity**

Education

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of a Parent Partnership Tender

Reference number

CCBC/PS2337/22/HS

#### **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**

Caerphilly County Borough Council (Council) is undertaking a collaborative arrangement for the provision of a Parent Partnership Tender. Caerphilly County Borough Council has been nominated as lead Authority to proceed with a regional arrangement for the provision of a parent partnership on behalf of five local authorities as outlined below:-

- Caerphilly County Borough Council,
- Newport City Council,
- Blaenau Gwent County Borough Council,
- Torfaen County Borough Council,
- Monmouthshire County Council

For information reference to "The Council" includes (Caerphilly CBC, Torfean CBC, Blaenau CBC, Newport CC and Monmouthshire CBC).

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

Value excluding VAT: £725,000

#### **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
- 80340000 - Special education services
- 85000000 - Health and social work services
- 80000000 - Education and training services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of the Gwent Region (Blaenau Gwent CBC, Caerphilly CBC, Monmouthshire CC, Newport CC, Torfaen CBC)

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

The service will be available to all residents of "the Council" who are parents/carers of young people requiring support for additional needs and/ or disability. The primary role of the Parent / Carer Partnership and Independent Advocacy Service is to:

Provide independent advice and support for parents/ carers whose children may have additional learning needs in order to empower and enable parents/ carers to play an informed and active role in their child's education;

Ensure that the parents/ carers of children with additional needs have access to information, advice and guidance so they can make informed decisions;

provide a formal Disagreement Resolution Service;

Provide an independent advocacy service in accordance with the Child's Right to Appeal to the Education Tribunal for Wales (ETW); thereby fulfilling all Council's statutory obligations referred to in the ITT

This arrangement is being tendered under the Public Contracts Regulation 2015, schedule 3, falling within Regulation 74-77, otherwise known as the Light Touch Regime.

Full details can be found in the Tender Documentation ITT

#### **II.2.6) Estimated value**

Value excluding VAT: £725,000

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

Start date

1 April 2023

End date

31 March 2026

#### **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**

The contract period for this arrangement is from the 01 April 2023 - 31 March 2026 with the option to extend for up to a further period of twenty-four (24) months extended on an annual basis.

The estimated contract value includes any extensions. The Council will decide if they take the option of the extensions at the time

---

## **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

This process is a three-stage, Open Tender Procedure.

Stage One - Selection Stage consists of pass/fail questions. Candidates are required to pass all pass/fail questions. Any candidate that receives a fail, will be eliminated from the process at the point where the fail occurs.

Award Stage will consist of Quality 60% and Price 40%.

Stage Two shall consist Tender response 20%, price 40% and social value 10%

Only the top three scoring providers will be taken through to Stage Three

Stage Three - Interview 20% and Presentation 10%

Service Provider's receiving a score of 4 or below will result in elimination from the process including the tender response / interview and presentation stages

Please note that Social Value is a scored element of this evaluation utilising Social Value Portal. Full details are in the tender packs

Full details are in the ITT.

---

## **Section IV. Procedure**

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

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

Open procedure

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

As set out in the tender document (ITT) and section

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

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

Date

28 November 2022

Local time

12:00pm

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

English

---

## **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**

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT

REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE

## INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER

As part of the process, the tender will be undertaken utilising Caerphilly CBC's Proactis Portal e-tendering system.

Therefore, companies are invited to follow the directions below to register on the system:

1. Log in to the Proactis Portal E-tendering system at <https://www.proactisplaza.com>
2. Click the "Sign Up" button.
3. Enter your details such as Organisation Name, Details and Primary Contact Details.
4. Please make a note of the Organisation ID and Login Name, then click Register.
5. You may then receive an email from the system asking you to Click here to activate your account. This takes you to Enter Organisation Details. Or you may be redirected straight to your account home page, depending on your browser.
6. Please enter the information requested, click Next and follow the instructions ensuring that you enter all applicable details.
7. In the Enter Product Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.
8. Accept the Terms and Conditions and then click Next. This takes you in to the Welcome window.
9. In the Welcome window please enter your Organisation name, Organisation ID and User Name (User ID). You now need to create your unique password. Please ensure that you make a note of this along with the other information already recorded.
10. Now click Done and you will enter the Supplier Home page.
11. From the Home Page, go to the "Opportunities" area, where you can search for this Opportunity. Click on the "Show Me Arrow" of the relevant opportunity and then click to register your interest on the relevant button.
12. Click the Opportunities Icon on the left of the page so that the page is refreshed, then, click on the "Show Me Arrow" of the relevant contract again and this will take you into the create a response section of the portal.
13. Note the closing date for completion of the relevant project. Please review the tabs at the top of the page as there will be information relating to the project held here.

14. You can now either continue to fill out this area and create a response or if the project is not of interest to you Decline this opportunity by clicking the "Decline" button at the top of the page.

Tenderers shall express an interest in tendering for this arrangement by registering their interest on the Proactis Portal System as stated above and then completing the online e-tender submission. If you have any issues with your account please use the 'Raise a Ticket' function on the Proactis Portal. Instructions on how to utilise this function can be found in the attachments.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=125872](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=125872).

(WA Ref:125872)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom