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Tender

Time Limited Housing Support Framework Agreement - 2024 - HC

The Highland Council

F02: Contract notice

Notice identifier: 2024/S 000-031380

Procurement identifier (OCID): ocds-h6vhtk-04571d

Published 1 October 2024, 2:16pm

Section I: Contracting authority

I.1) Name and addresses

The Highland Council

Glenurquhart Road

Inverness

IV3 5BX

Contact

Special Projects Category Management Team

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1463702386

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Time Limited Housing Support Framework Agreement - 2024 - HC

Reference number

HC/Pl-H&C/HSFW/2024

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

The Highland Council intends to put in place a Framework Agreement (hereinafter may be referred to as “Framework or FW”) with a number of suitably competent, qualified and experienced Contractors to provide Time Limited Housing Support Services for various service users/requirements for the Highland Council Area, on an ‘as and when’ required basis.

The Council shall give no guarantee of the volume of work or orders, if any, to be undertaken in relation to the Framework.

The Framework shall be divided into lots by type of service required and sub-lots by geographical area, where applicable, as follows:

Lot 1 - Housing Support (Time Limited) [HS], Sub-Lots: Geographical Area:

Sub-Lot A Caithness & Sutherland

Sub-Lot B Wester Ross, Skye, Kyle of Lochalsh

Sub-Lot C Lochaber

Sub-Lot D Inner Moray Firth

Lot 2 - Youth Independent Living Housing Support (Time Limited) [YILHS], Geographical Area: (No sub-lots) To provide services across the Highland Council Area.

The Framework shall be for a 24 month period, with the option of multiple extensions to be extended by up to 24 months, subject to each lot / sub-lot (where applicable) requirements i.e., each lot / sub lot may be extended independently of each other (each lot / sub lot evaluated and awarded independently), and by mutual agreement.

II.1.5) Estimated total value

Value excluding VAT: £6,075,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

Maximum number of lots that may be awarded to one tenderer: 250

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Contractors successfully awarded to Lot 1 Sub-Lot D Inner Moray Firth, shall be required to provide a service in each of the other three (3) Sub Lots (A-C) if there are no other Contractors providing Housing Support for these sub-lots at time of award - more information provided in ITT.

II.2) Description

II.2.1) Title

Lot 1 - Housing Support (Time Limited) [HS]

Lot No

1

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

The Highland Council Area

II.2.4) Description of the procurement

The Highland Council intends to put in place a Framework Agreement (hereinafter may be referred to as “Framework or FW”) with a number of suitably competent, qualified and experienced Contractors to provide Time Limited Housing Support Services for various service users/requirements for the Highland Council Area, on an ‘as and when’ required basis.

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The Framework shall be divided into lots by type of service required and sub-lots by geographical area, where applicable, as follows:

Lot 1 - Housing Support (Time Limited) [HS]:

Sub-Lots: Geographical Area

Sub-Lot A Caithness & Sutherland

Sub-Lot B Wester Ross, Skye, Kyle of Lochalsh

Sub-Lot C Lochaber

Sub-Lot D Inner Moray Firth

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Framework shall be for a 24 month period, with the option of multiple extensions to be extended by up to 24 months, subject to each lot / sub-lot (where applicable) requirements i.e., each lot / sub lot may be extended independently of each other (each lot / sub lot evaluated and awarded independently), and by mutual agreement.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework shall be for a 24 month period, with the option of multiple extensions to be extended by up to 24 months, subject to each lot / sub-lot (where applicable) requirements i.e., each lot / sub lot may be extended independently of each other (each lot / sub lot evaluated and awarded independently), and by mutual agreement.

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

Lot 2 - Youth Independent Living Housing Support (Time Limited) [YILHS]

Lot No

2

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

The Highland Council Area

II.2.4) Description of the procurement

The Highland Council intends to put in place a Framework Agreement (hereinafter may be referred to as “Framework or FW”) with a number of suitably competent, qualified and experienced Contractors to provide Time Limited Housing Support Services for various service users/requirements for the Highland Council Area, on an ‘as and when’ required basis.

The Council shall give no guarantee of the volume of work or orders, if any, to be undertaken in relation to the Framework.

The Framework shall be divided into lots by type of service required and sub-lots by geographical area, where applicable, as follows:

Lot 2 - Youth Independent Living Housing Support (Time Limited) [YILHS]:

Geographical Area (No sub-lots) - To provide services across the Highland Council Area.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

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This contract is subject to renewal

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The Framework shall be for a 24 month period, with the option of multiple extensions to be extended by up to 24 months, subject to each lot / sub-lot (where applicable) requirements i.e., each lot / sub lot may be extended independently of each other (each lot / sub lot evaluated and awarded independently), and by mutual agreement.

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II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

The Contractor must be registered with the Care Inspectorate.

The Contractor shall provide qualified trained staff who meet the requirements of the Scottish Social Services Council (SSSC) or equivalent, including, but not limited to, registration requirements Codes of Practice for Social Service Workers and Employers.

IN ADDITION, BIDDERS ARE DIRECTED TO THE MINIMUM REQUIREMENTS CONTAINED IN THE TENDER DOCUMENTS IN RELATION TO LOT 1 & LOT 2 (IF APPLICABLE), WHICH BIDDERS SHALL COMPLY WITH.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Minimum level(s) of standards required:

The winning bidder(s) and its sub-contractor(s) to provide a current copy and have as a minimum:

- 5,000,000 GBP Employers Liability Insurance (where applicable) for each and every claim;
- 5,000,000 GBP Public Liability Insurance for each and every claim; and
- 5,000,000 GBP Professional Liability Insurance (where applicable) for each and every claim;

PROVIDE THE ORGANISATIONS AUDITED ACCOUNTS COVERING THE LAST FINANCIAL 3 YEARS and include the audited accounts for the years that have been audited to date in the business area covered by the Framework Agreement;

THE COUNCIL WILL USE AN INDEPENDENT CREDIT SCORING ORGANISATION, CREDITSAFE, TO CHECK THE FINANCIAL STATUS OF THE WINNING BIDDER(S). To minimise risk of failure, the desired risk score should not be below Moderate Risk as a

minimum. The Council shall take a view on the risk to the Council should the winning bidder(s) credit rating fall below this and may involve further detailed financial checking/assessment.

Where it is considered that the additional supporting information does not provide satisfaction that the risk is mitigated, the bidder(s) shall be disqualified.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

The winning bidder(s) and its sub-contractor(s) to provide a current copy and have as a minimum:

- 5,000,000 GBP Employers Liability Insurance (where applicable) for each and every claim;
- 5,000,000 GBP Public Liability Insurance for each and every claim; and
- 5,000,000 GBP Professional Liability Insurance (where applicable) for each and every claim;

PROVIDE THE ORGANISATIONS AUDITED ACCOUNTS COVERING THE LAST FINANCIAL 3 YEARS and include the audited accounts for the years that have been audited to date in the business area covered by the Framework Agreement;

THE COUNCIL WILL USE AN INDEPENDENT CREDIT SCORING ORGANISATION, CREDITSAFE, TO CHECK THE FINANCIAL STATUS OF THE WINNING BIDDER(S). To minimise risk of failure, the desired risk score should not be below Moderate Risk as a minimum. The Council shall take a view on the risk to the Council should the winning bidder(s) credit rating fall below this and may involve further detailed financial checking/assessment.

Where it is considered that the additional supporting information does not provide satisfaction that the risk is mitigated, the bidder(s) shall be disqualified.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Minimum level(s) of standards required:

Bidders must have relevant experience to deliver the Services as described and must provide the following:

- PROVIDE DETAILS OF HOW HEALTH & SAFETY is managed within the organisation and a copy of the organisations current Health & Safety Policy (or Statement for organisations with fewer than 5 employees);
- THE BIDDER MUST HAVE UNDER THE ORGANISATIONS HEALTH & SAFETY (H&S) procedures a regularly reviewed and documented policy for H& Safety Management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of H& Safety Management and compliance with legislation.
- PROVIDE 2 COPIES OF RISK ASSESSMENTS specifically relating to similar activities currently undertaken (or Statement for organisations with fewer than 5 employees);
- PROVIDE 2 COPIES OF EXAMPLES OF TRAINING RECORD specifically relating to similar activities currently undertaken;
- PROVIDE DETAILS OF BUSINESS CONTINUITY AND CONTINGENCY PROPOSALS for the service required;
- PROVIDE DETAILS OF PROVISIONAL EXIT PLAN for the service required;
- CONFIRM IF SUB-CONTRACTING, list the sub-contractors they propose to use and state which part/s of the Framework Agreement the sub-contractor(s) shall deliver and approximate value;
- CONFIRM "NON-DISCLOSURE" ITEMS relating to FOI(S)A obligations (if any);

IN ADDITION, BIDDERS ARE DIRECTED TO THE MINIMUM REQUIREMENTS CONTAINED IN THE TENDER DOCUMENTS IN RELATION TO LOT 1 and LOT 2 (WHERE APPLICABLE), WHICH BIDDERS SHALL COMPLY WITH.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

Bidders must have relevant experience to deliver the Services as described and must provide the following:

- PROVIDE DETAILS OF HOW HEALTH & SAFETY is managed within the organisation and a copy of the organisations current Health & Safety Policy (or Statement for organisations with fewer than 5 employees);

- THE BIDDER MUST HAVE UNDER THE ORGANISATIONS HEALTH & SAFETY (H&S) procedures a regularly reviewed and documented policy for H& Safety Management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of H& Safety Management and compliance with legislation.
- PROVIDE 2 COPIES OF RISK ASSESSMENTS specifically relating to similar activities currently undertaken (or Statement for organisations with fewer than 5 employees);
- PROVIDE 2 COPIES OF EXAMPLES OF TRAINING RECORD specifically relating to similar activities currently undertaken;
- PROVIDE DETAILS OF BUSINESS CONTINUITY AND CONTINGENCY PROPOSALS for the service required;
- PROVIDE DETAILS OF PROVISIONAL EXIT PLAN for the service required;
- CONFIRM IF SUB-CONTRACTING, list the sub-contractors they propose to use and state which part/s of the Framework Agreement the sub-contractor(s) shall deliver and approximate value;
- CONFIRM "NON-DISCLOSURE" ITEMS relating to FOI(S)A obligations (if any);

IN ADDITION, BIDDERS ARE DIRECTED TO THE MINIMUM REQUIREMENTS CONTAINED IN THE TENDER DOCUMENTS IN RELATION TO LOT 1 and LOT 2 (WHERE APPLICABLE), WHICH BIDDERS SHALL COMPLY WITH.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The Contractor must be registered with the Care Inspectorate.

III.2.2) Contract performance conditions

Tenderers are directed to the Tender Documents which they must comply with.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 250

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-014309](#)

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

Date

13 November 2024

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

Tender must be valid until: 19 March 2025

IV.2.7) Conditions for opening of tenders

Date

13 November 2024

Local time

12:00pm

Place

Electronic

Information about authorised persons and opening procedure

C&PSS Staff: SPS or CM

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27632.

For more information see:

<https://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

For more information see the ITT and SPD-Instructions documents and for further information on using PCS-Tender, please contact the PCS-Tender Team pcs-tender@gov.scot

Tenderers 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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27632. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Sustainability and Community Benefits as well as Fair Work Practices are stated within the Tender Documents.

(SC Ref:778638)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>