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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): ocids-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](mailto: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](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

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## **Section II: Object**

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

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

Time Limited Housing Support Framework Agreement - 2024 - HC

Reference number

HC/PI-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.

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

#### **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

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

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



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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

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.

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## **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

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## **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](mailto: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](mailto: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>