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Tender

## **Child Disability Service Term Time Activities clubs for children with disabilities and/or complex needs and children with Autistic spectrum Disorder ASD**

WEST LoTHIAN COUNCIL

F02: Contract notice

Notice identifier: 2023/S 000-032394

Procurement identifier (OCID): ocds-h6vhtk-041126

Published 2 November 2023, 9:49am

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

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

WEST LoTHIAN COUNCIL

West Lothian Civic Centre

Livingston

EH54 6FF

#### **Contact**

Tom Henderson

#### **Email**

[tom.henderson@westlothian.gov.uk](mailto:tom.henderson@westlothian.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

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

**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**

Child Disability Service Term Time Activities clubs for children with disabilities and/or complex needs and children with Autistic spectrum Disorder ASD

Reference number

CC13139

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

- 85000000 - Health and social work services

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

Services

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

Providing breaks for young people with a disability within a group setting with other young people in a venue in the local area.

The requirement will be split into two Lots.

#### **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**

Term time Clubs for Children with Autistic Spectrum Disorder

Lot No

1

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

- 85000000 - Health and social work services
- 85300000 - Social work and related services

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

NUTS codes

- UKM78 - West Lothian

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

The requirement is the delivery of 2 clubs with 14 support workers per club operating on alternate Saturdays supporting children with Autistic Spectrum Disorder(ASD) Each club operates 6 hours per day. The club will provide 3360 hours support per year

The clubs should provide diverse social, play and leisure opportunities matched against the different ages, abilities and preferences of children/young people.

The annual budget is GBP94,517

Bidders will be required to score a minimum of 60% of the marks allocated to Quality.

### **II.2.5) Award criteria**

Quality criterion - Name: Service Delivery / Weighting: 16

Quality criterion - Name: Quality Assurance/ service user feedback / Weighting: 16

Quality criterion - Name: Safeguarding/ Child protection / Weighting: 16

Quality criterion - Name: Partnership working / Weighting: 8

Quality criterion - Name: Staffing / Weighting: 12

Quality criterion - Name: Workforce Matters / Weighting: 12

Price - Weighting: 20

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

Start date

1 April 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended for a period of up to a further 24 months.

### **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.2.14) Additional information**

In accordance with Section 67 (5) of the Public Contracts (Scotland) Regulations (5) i.e. the cost element may also take the form of a fixed price or cost on the basis of which economic operators will compete on quality criteria only, the award evaluation will be based on the Most Economically Advantageous Tender on the basis of the best quality per GBP whereby price is fixed.

## **II.2) Description**

### **II.2.1) Title**

Term Time Activities clubs for children with disabilities

Lot No

2

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

- 85000000 - Health and social work services

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

NUTS codes

- UKM78 - West Lothian

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

Clubs to be held both during the week and at weekends for children with disabilities and multiple and complex needs. 36 support workers are required to provide 3760 hours of support per year.

The clubs should provide diverse social, play and leisure opportunities matched against the different ages, abilities and preferences of children/young people.

The annual budget is GBP 190,725

Bidders will be required to score a minimum of 60% of the marks allocated to Quality.

### **II.2.5) Award criteria**

Quality criterion - Name: Service Delivery / Weighting: 16

Quality criterion - Name: Quality Assurance/ service user feedback / Weighting: 16

Quality criterion - Name: Safeguarding/ Child protection / Weighting: 16

Quality criterion - Name: Partnership Working / Weighting: 8

Quality criterion - Name: Staffing / Weighting: 12

Quality criterion - Name: Fair Work First / Weighting: 12

Price - Weighting: 20

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

Start date

1 April 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended for a period of up to a further 24 months in total

## **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.2.14) Additional information**

In accordance with Section 67 (5) of the Public Contracts (Scotland) Regulations (5) i.e. the cost element may also take the form of a fixed price or cost on the basis of which economic operators will compete on quality criteria only, the award evaluation will be based on the Most Economically Advantageous Tender on the basis of the best quality per GBP whereby price is fixed.

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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

Providers must be registered with the Care Inspectorate and a minimum of a score of 3 on the elements most recently inspected.

The provider shall be responsible for ensuring all staff employed within the service have the appropriate qualifications / registration / checks completed e.g. PVG based on the role they are required to undertake, this includes verifying information provided by the individual prior to employment being offered. For the avoidance of doubt the provider will comply with the Care Inspectorate Guidance on Safer Recruitment.

Where the provider presents themselves as being a charity they must be able to evidence their charitable status and registration with the Office of the Scottish Charity Regulator.

This requirement includes organisations which are registered as charities in other legal jurisdictions such as England and Wales unless evidence is provided which indicates they are regarded by OSCR as being exceptional under the Charities and Trustees Investment (Scotland) Act 2005.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Service providers are required to have the following Insurance in place at contract commencement.

Employers Liability GBP10M,

Public Liability GBP10M

Professional Indemnity GBP2M

West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers.

Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that below 50 will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Service providers must be able to demonstrate experience of delivering activity clubs for children with disabilities.

Minimum level(s) of standards possibly required

One previous example within the last 3 years

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Service providers will be required to perform services in accordance with the Service Specification and confirm that this can be achieved.

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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: Yes

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

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

Date

4 December 2023

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

4 December 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

All information supplied by the Authority must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the

Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom

of Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities'

information.

The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Supplement to the current World Trade Organisation or elsewhere in accordance with the requirements of UK government policy on the

disclosure of information relating to government contracts.

Procedures for Review - An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session'

Re SPD question 4B.6 In relation to D&B checks

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent

rating, tenderers should be able to provide financial accounts when requested. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3 year period.

The council will review any information which is comparable to a Dun & Bradstreet score of 50 from a recognised Agency to substantiate

the Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

Police Scotland and Dun & Bradstreet checks will be carried out.

Whilst Community Benefits are not being evaluated, any Community Benefits offered will be incorporated as contract conditions.

Bidders will be required to score a minimum of 60% of the marks allocated to Quality.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25509. For more information see:

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

(SC Ref:748916)

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

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

Livingston sheriff court

West Lothian Civic Centre

Livingston

EH54 6FF

Country

United Kingdom