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Tender

## **Child Counselling in Education Establishments**

Glasgow City Council  
West Dunbartonshire Council

F02: Contract notice

Notice identifier: 2024/S 000-032783

Procurement identifier (OCID): ocds-h6vhtk-04a808

Published 11 October 2024, 12:43pm

The closing date and time has been changed to:

**21 November 2024, 12:00pm**

See the [change notice](#).

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Contact**

Lindsay McGibbon

#### **Email**

[lindsay.mcgibbon@glasgow.gov.uk](mailto:lindsay.mcgibbon@glasgow.gov.uk)

**Telephone**

+44 1412876964

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**I.1) Name and addresses**

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

**Email**

[Corporate.Procurement@west-dunbarton.gov.uk](mailto:Corporate.Procurement@west-dunbarton.gov.uk)

**Telephone**

+44 1389737000

**Country**

United Kingdom

**NUTS code**

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

**Internet address(es)**

Main address

<http://www.west-dunbarton.gov.uk/business/suppliers/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00153](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00153)

**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://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>

**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 Counselling in Education Establishments

Reference number

GCC006200CPU

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

- 85312320 - Counselling services

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

Services

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

Glasgow City Council invites tender bids to be part of a framework from suppliers with experience in delivering Counselling Services and other evidence based interventions to pupils aged 5-18 years within all mainstream primary and secondary schools across Glasgow and in secondary schools in West Dunbartonshire.

The provider(s) must:

- Improve children and young people's mental health and be outcome focussed;
- Provide easy access to the service evidenced by referral numbers, accepted numbers and waiting times for intervention;
- Ensure children and young people receive the support they need in a structured way, working through a programme of care including outcome measures, goal-based outcomes and children's plans,
- Ensure children and young people are receiving the right help at the right time,
- Foster strong relationship-based Interventions and care plans for children and young people,
- Ensure children and young people and carers are well informed of available supports and services and can access the supports with marketing information regarding the

service being provided in appropriate formats and media via school setting.

The provider(s) must be able to provide the following management information during the contract:

- A set of case studies and quotes report based on qualitative data from actual referrals,
- A termly update report which provides a top line overview of programme activities and outcomes,
- End of year evaluation report, assessing the counselling outcomes and wider impact.

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

Value excluding VAT: £8,000,000

#### **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**

One to One Counselling - Primary Schools

Lot No

2

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

- 85312320 - Counselling services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow, UK

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

Access to Counselling service (one to one) for Primary 1-7 pupils across the 141 Primary schools within Glasgow in line with the information detailed in section II.1.4

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

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Outcomes / Weighting: 15%

Quality criterion - Name: Partnership Activity / Weighting: 6%

Quality criterion - Name: Infrastructure / Weighting: 15%

Quality criterion - Name: Contract Implementation / Weighting: 7%

Quality criterion - Name: Monitoring and Evaluation / Weighting: 15%

Quality criterion - Name: Accessibility and Equality / Weighting: 3%

Quality criterion - Name: Business Continuity / Weighting: 4%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 15

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

Duration in months

48

This contract is subject to renewal

No

#### **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) Description**

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

Play Therapy - Primary Schools

Lot No

3

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

- 85312320 - Counselling services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow, UK

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

Access to Play therapy for Primary 1-7 pupils across the 141 mainstream primary schools in Glasgow in line with the information detailed in in section II.1.4.

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

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Outcomes / Weighting: 15%

Quality criterion - Name: Partnership Activity / Weighting: 6%

Quality criterion - Name: Infrastructure / Weighting: 15%

Quality criterion - Name: Contract Implementation / Weighting: 7%

Quality criterion - Name: Monitoring and Evaluation / Weighting: 15%

Quality criterion - Name: Accessibility and Equality / Weighting: 3%

Quality criterion - Name: Business Continuity / Weighting: 4%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 15

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

Duration in months

48

This contract is subject to renewal

No

### **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) Description**

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

Art Therapy - Primary Schools

Lot No

4

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



- 85312320 - Counselling services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow, UK

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

Access to Art Therapy for Primary 1-7 pupils across the 141 mainstream primary schools in Glasgow in line with the information detailed in section II.1.4

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

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Outcomes / Weighting: 15%

Quality criterion - Name: Partnership Activity / Weighting: 6%

Quality criterion - Name: Infrastructure / Weighting: 15%

Quality criterion - Name: Contract Implementation / Weighting: 7%

Quality criterion - Name: Monitoring and Evaluation / Weighting: 15%

Quality criterion - Name: Accessibility and Equality / Weighting: 3%

Quality criterion - Name: Business Continuity / Weighting: 4%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 15

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

Duration in months

48

This contract is subject to renewal

No

#### **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) Description**

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

Secondary Schools

Lot No

1

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

- 85312320 - Counselling services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow and West Dunbartonshire, UK

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

Access to Counselling services for pupils within 30 mainstream secondary schools in Glasgow and in secondary schools in West Dunbartonshire in line with the information detailed in section II.1.4

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

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Outcomes / Weighting: 15%

Quality criterion - Name: Partnership Activity / Weighting: 6%

Quality criterion - Name: Infrastructure / Weighting: 15%

Quality criterion - Name: Contract Implementation / Weighting: 7%

Quality criterion - Name: Monitoring and Evaluation / Weighting: 15%

Quality criterion - Name: Accessibility and Equality / Weighting: 3%

Quality criterion - Name: Business Continuity / Weighting: 4%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 15

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

Duration in months

48

This contract is subject to renewal

No

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

List and brief description of selection criteria

Financial Check

Minimum Insurance Requirements

Minimum level(s) of standards possibly required

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects balance sheet strength. Financial requirements for balance sheet strength should be calculated on latest filed accounts with Companies House, and previous two financial years.

Balance Sheet Strength

Companies

Bidders must have achieved positive net worth over the past 3 individual financial years.

Bidders must also not be subject to an insolvency process.

Intangibles can be included for the purposes of the Total Assets Figure.

The above would be expressed in the ratio Total Assets/Total Liabilities.

Charitable Companies/Charities

The same requirements apply as above, although the ratio would be based on the net worth of the unrestricted funds.

A Bidder should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee (in the council style) if the Parent company satisfies the financial requirements stipulated above.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61 (&) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

#### Insurance requirements

- The organisation shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000 GBP) in respect of any one claim and unlimited in the period.
- The organisation shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one claim and unlimited in the period.
- The organisation shall take out and maintain throughout the period of their services Abuse cover to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of each claim, without limit to the number of claims. Policy MUST be written on a 'claims occurring' basis. Abuse cover written on a 'claims made' basis will NOT be accepted by Glasgow City Council.
- The organisation shall take out and maintain throughout the period of their services and for a further 3 years on completion of their service, Professional Indemnity insurance to the value of at least TWO MILLION POUNDS STERLING (2,000,000 GBP) in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

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

Selection criteria as stated in the procurement documents

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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: 4

#### **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**

Originally published as:

Date

13 November 2024

Local time

12:00pm

Changed to:

Date

21 November 2024

Local time

12:00pm

See the [change notice](#).

#### **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

13 November 2024

Local time

12:00pm

Place

Glasgow, UK

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is a recurring procurement with the next framework renewal expected to be advertised late 2027.

### **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**

Bidders must hold certificates for Quality Assurance and Environmental Management Standards or comply with all questions noted in SPD

#### Section 4D.

Freedom of Information Act — Information on the FOI Act is contained in Appendix A of the ITT. Tenderers must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI certificate contained in the Technical Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this information).

Tenderers Amendments — Tenderers must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Bidders will be required to complete the tenderers amendment certificate that is contained within the Technical Envelope within PCS Tender portal.

Prompt Payment — The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any. Tenderers will be required to complete the prompt payment certificate contained in the Technical Envelope within PCS Tender portal.

Non Collusion — Tenderers will be required to complete the Non Collusion certificate contained in the Technical Envelope within the PCS Tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, contained in the Technical Envelope within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from suppliers at any point during the contract period.

Terms and Conditions are located within the buyers attachments area within the PCS Tender portal.

Additional information pertaining to this contract notice is contained in the Invitation to Tender situated within the buyers attachments area of PCS-T. Tenderers must ensure they read these documents in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27554. 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:

All lots

Community benefit outcomes for these lots will be based on spend thresholds. There are five spend thresholds within the Community

Benefits menu ranging from 50,000 GBP to 5,000,000 GBP.

Spend will be monitored and successful suppliers will be required to deliver the outcomes offered under the appropriate threshold(s). Further detail is available with the Invitation to Tender document.

(SC Ref:779645)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Telephone

+44 1414298888

Country

United Kingdom

Internet address

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

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

Precise information on deadline(s) for review procedures

Glasgow City Council ("the council") must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to conclude the framework agreement. The council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of dispatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 ("The Regulations"). The council is obliged to comply with the regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the council must not conclude the framework agreement system unless the proceedings are determined, discontinued or disposed of: or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic operators can write to the council seeking further clarification on the notice, to which the council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.