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Tender

Community Navigator Service

Denbighshire County Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2022/S 000-033360

Procurement identifier (OCID): ocids-h6vhtk-038809

Published 24 November 2022, 12:20pm

The closing date and time has been changed to:

9 January 2023, 9:30am

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Denbighshire County Council

Russell House

Rhyl

LL18 3DP

Email

zoe.bradley-ashcroft@denbighshire.gov.uk

Telephone

+44 1824706536

Country

United Kingdom

NUTS code

UKL13 - Conwy and Denbighshire

Internet address(es)

Main address

www.denbighshire.gov.uk

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0280

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>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Community Navigator Service

II.1.2) Main CPV code

- 85300000 - Social work and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Community Navigators connect citizens with sources of support and opportunities within the community.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85300000 - Social work and related services
- 98000000 - Other community, social and personal services
- 75200000 - Provision of services to the community
- 85000000 - Health and social work services

II.2.3) Place of performance

NUTS codes

- UKL13 - Conwy and Denbighshire

II.2.4) Description of the procurement

The Community Navigators connect citizens with sources of support and opportunities

within the community. They are at the heart of their communities building knowledge and support. The Community Navigators are providing an essential link between Health and Social Care, the citizen, their family and carers, and sources of support within the community and third sector. They are working with the CRTs, Community and local people from a range of local services developing 'Talking Points' as their 'hub in the community'. A service that is available to Adult Citizens and their families via dropping in to their local Talking Points, referral from SPOA, CRTS and Primary Care etc. As the Community Navigators are an integral role in the CRTs they therefore have direct access to the resources and support that the CRT affords.

Please find the attached TUPE information in the tender request documents

This will be a 3 year contract with the option to extend for 2 further years (renewable annually)

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 IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.2) Administrative information

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

Originally published as:

Date

4 January 2023

Local time

12:00pm

Changed to:

Date

9 January 2023

Local time

9:30am

See the [change notice](#).

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

English, Welsh

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

1. Log in to PROACTIS at <https://supplierlive.proactisp2p.com>
2. If you are already registered on the Proactis portal please Login and start at Step 14 if not go to STEP 3
3. Click “Sign Up” button at the bottom of the window
4. Enter your Organisation Name, address and Primary Contact Details. You will need to create the Organisation ID and User

Name. If you have a generic email address for your organisation e.g. tenders@xxx.co.uk then please use this as the primary contact email

address.

5. Please note the Organisation ID and User Name, then click “Register”
6. You will receive an email asking you to “Click here to activate your account”. This takes you to Enter Organisation Details.
7. Please enter the information requested, click the “>” on the screen and follow the instructions ensuring that you enter all applicable details.
8. In the Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.

Please ensure that the selected codes are relevant to your business to ensure that you get notification of opportunities that are of interest.

9. In the Buyers screen please select Denbighshire County Council (you may register with other organisations if you wish)

10. In the Primary Contact Details screen please ensure that all information is complete. (Please see note 4 above)

11. Accept the Terms and Conditions and then click ">". This takes you to the Welcome window.

12. In the Finish screen please enter a new password and note all your Login details for future reference.

13. Now click "Complete Registration" and you will enter the Supplier Network page.

14. On the centre of the screen click "Opportunities". This will take you to the list of current opportunities available to you.

15. Click the ">" that relates to this notice, this will take you into the PQQ or Tender Request and click "Register Interest". Note there may be several opportunities that appear on this screen, please ensure that you select the correct one.

16. In the "Your Opportunities" screen please note the closing time and date for completion of the relevant project. Please review the

"Items" tab (Tender stage only) and the Documents tab (PQQ and Tender stages) as there will be information relating to the project held

here. The Documents are accessed by clicking the down arrow underneath the General tab. Please ensure that you download all documents to your PC as you will be required to complete and upload some of them as part of your submission. There are instructions on how to complete your submission in the Guidance for Bidders document.

17. You can now either create your response", or "Decline" this opportunity

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

As detailed in the tender documents

(WA Ref:126784)

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