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Tender

Visiting Housing Support for Care Experienced Young People

West Lothian Council

F02: Contract notice

Notice identifier: 2024/S 000-033794

Procurement identifier (OCID): ocds-h6vhtk-04add0

Published 18 October 2024, 2:41pm

Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Email

kerr.anderson@westlothian.gov.uk

Telephone

+44 1506281814

Fax

+44 1506281325

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

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/>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Visiting Housing Support for Care Experienced Young People

Reference number

CC13826

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

West Lothian Council seek an experienced and qualified service provider to provide visiting housing support for West Lothian citizen care experienced young people who are moving to live more independently.

The provider will be required to support the young people to develop the necessary skills to sustain independent living.

II.1.5) Estimated total value

Value excluding VAT: £550,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

II.2.4) Description of the procurement

West Lothian Council seek an experienced and qualified service provider to provide visiting housing support for West Lothian citizen care experienced young people who are moving to live more independently.

The provider will be required to support the young people to develop the necessary skills to sustain independent living.

II.2.5) Award criteria

Quality criterion - Name: Service Model / Weighting: 20

Quality criterion - Name: Implementation Plan / Weighting: 15

Quality criterion - Name: Quality Assurance / Service User Feedback / Weighting: 10

Quality criterion - Name: Partnership Working / Weighting: 10

Quality criterion - Name: Staffing / Weighting: 20

Quality criterion - Name: Outcomes Monitoring / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting: 15

Price - Weighting: 10

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subject to satisfactory operation and performance, West Lothian Council will have the option to extend by up to a further 24 months. Any period of extension will be at the discretion of the council.

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

Full information on the Technical Criteria can be found within the Technical Envelope of the ITT. Please note: Quality Criteria will be scored out of 100% and tenderers will receive a pro-rata score based on the 90 marks available for the Technical evaluation. Bidders must achieve a minimum of 60% of the total quality score to pass through to the next stage.

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

Where required, contracts that fall within the specific risk sectors as defined by Police Scotland, or, where there is a suspicion that risk may be present, WLC will provide Police Scotland information on the representatives of the bidder (SPD Part 2B) to allow Police Scotland to review and provide feedback on information provided.

Please note: when completing SPD section 1.12 Part 2B, this should be completed using personal information as follows: your full name including any middle names as it appears on your birth and/or marriage certificate; the day date and month you were born and the location of your birth; and your home address and postcode. The name entered must be consistent with any birth certificate, marriage certificate etc. Failure to provide the correct information may result in your bid being excluded from the tender process or an offer of contract being withdrawn should the information prove to be incomplete or incorrect at a later stage.

III.1.2) Economic and financial standing

List and brief description of selection criteria

With reference to SPD question 4B.6 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 49 or less 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.

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. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of 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.

With reference to ESPD Q4B.5.1a&b; It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

Minimum level(s) of standards required:

Employers Liability 10,000,000 GBP (Ten Million GBP) subject to legislative requirements.

Professional Indemnity 2,000,000 GBP (Two Million GBP)

Public liability 10,000,000 GBP (Five Million GBP) - Employers should hold insurance at a minimum level of 5m GBP in line with current legislation unless specifically exempt.

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to SPD question 4C.1.2, bidders are required to provide at least one example of delivering Visiting Housing Support for Care Experienced Young People aged 16-25 in their own tenancies.

Examples should demonstrate providing a service as outlined in the tender specification, this should be a contract that is of an approximate value (or more). Your response should include the contract values.

These will be scored on a pass/fail basis therefore further evaluation will not take place if unsuitable information is provided.

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

Bidders must be registered with the Care Inspectorate for Housing Support Services for young people aged between 16-25 and have quality grades of 3 or above as a minimum across all categories inspected. Evidence will be requested in the Technical Envelope of the tender. Failure to provide evidence may result in your tender being rejected.

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

18 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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

18 November 2024

Local time

12:00pm

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - 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 Official Journal of the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

Please note: Community Benefits proposals will not form part of the award criteria and will not be evaluated but will be contractual obligations. For further procurement information visit the link below. West Lothian Council - Community Benefits in Procurement

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27780. 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:

Community Benefits will not form part of the award criteria and will not be evaluated but will be contractual obligations.

(SC Ref:780757)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sherrif Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom

