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Tender

# Visiting Support for Unaccompanied Asylum-Seeking Children

West Lothian Council

F02: Contract notice

Notice identifier: 2024/S 000-033797

Procurement identifier (OCID): ocds-h6vhtk-04add3

Published 18 October 2024, 2:42pm

## 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](mailto: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](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

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## **Section II: Object**

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

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

Visiting Support for Unaccompanied Asylum-Seeking Children

Reference number

CC13829

#### **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 support to unaccompanied asylum seeking children.

The provider will be required to support the young people to establish themselves and integrate into the community, access services and manage their housing. The type of support provided will be specific to the individual and based on an agreed personal support plan.

The outcome of the contract is to provide the young person with a toolkit of skills and strategies, enabling them to move on to settled accommodation.

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

Value excluding VAT: £324,000

#### **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 support to unaccompanied asylum seeking children.

The provider will be required to support the young people to establish themselves and integrate into the community, access services and manage their housing. The type of support provided will be specific to the individual and based on an agreed personal support plan.

The outcome of the contract is to provide the young person with a toolkit of skills and strategies, enabling them to move on to settled accommodation.

### **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

24

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 12 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.

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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

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 Services to Care Experienced Young People residing 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.

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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

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

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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**

Re: SPD Q3D.1, 3D.2 and 3D.3 Bidders should answer these questions on Environmental, social and labour law in relation to compliance with the regulations covering Scotland and the UK.

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 27782. 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:780765)

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

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

Livingston Sherrif Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom