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Tender

## **CT1275 Self- Directed Support (SDS) Advice and Information Service**

The City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2024/S 000-034233

Procurement identifier (OCID): ocds-h6vhtk-04b055

Published 23 October 2024, 8:40am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Kat McClory

#### **Email**

[Kat.McClory@edinburgh.gov.uk](mailto:Kat.McClory@edinburgh.gov.uk)

#### **Telephone**

+44 1314693922

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

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

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

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://www.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**

CT1275 Self- Directed Support (SDS) Advice and Information Service

Reference number

CT1275

#### **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 service being commissioned is in line with The Social Care (Self-directed Support) (Scotland) Act 2013 to support Supported People to have control of their life. The Act came into force on 1 April 2014 and placed a duty on local authorities to offer people who are eligible for social care a range of 4 Self-Directed Support (SDS) options. This service supports people to understand of the four options available through SDS, offering advice on the options available and the service further offers option 1 supported people, the support to recruit and employ personal Assistants (PAs) where this option is later taken up.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 85000000 - Health and social work services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

This is an open procedure to find a suitably qualified organisation to provide SDS advice and support. Please refer to the specification for further information.

#### **II.2.7) Duration of the contract or the framework agreement**

Duration in months

96

#### **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**

All additional information is contained within the documents uploaded.

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

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

##### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

4B.1 Tenderers are required to have a minimum general annual turnover of 200,724GBP for the last two financial years. 4B.4 Tenderers will be required provide the following information in response to 4B.4: Current ratio for Current Year:1.15 Prior Year:1.15 4B.5 the types and levels of insurance indicated below: Employers (Compulsory)Liability Insurance - GBP5m Public Liability Insurance - GBP10m. Question 4C.4 – Prompt Payment clause. Real Living Wage Payment. Question 4C.7 – Climate Change. Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Question 4D.1 (2) – Disclosure Staff who deliver services to Vulnerable Adults or Children must have PVG clearance.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Open procedure

#### **IV.1.10) Identification of the national rules applicable to the procedure**

Information about national procedures is available at:

<https://www.procurementjourney.scot/>

#### **IV.1.11) Main features of the award procedure**

30% cost 70% quality

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

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

Date

25 November 2024

Local time

10:30am

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

English

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## **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**

Tenderers are also asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage. Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further. Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=781111](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=781111).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:781111)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=781111](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=781111)

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

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

Sheriff Court

Sheriff Court House 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.