

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/035365-2023>

Tender

## **Provision of Child Counselling & Support Services: Lots 1-6**

East Renfrewshire Council

F02: Contract notice

Notice identifier: 2023/S 000-035365

Procurement identifier (OCID): ocds-h6vhtk-041e0c

Published 30 November 2023, 2:45pm

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

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

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

#### **Contact**

Debbie Hill

#### **Email**

[debbie.hill@eastrenfrewshire.gov.uk](mailto:debbie.hill@eastrenfrewshire.gov.uk)

#### **Telephone**

+44 1415773669

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00183](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183)

**I.3) Communication**

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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**

Provision of Child Counselling & Support Services: Lots 1-6

Reference number

ERC000327

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

- 85312320 - Counselling services

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

Services

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

East Renfrewshire Council is inviting tenders, from suitably qualified companies for the provision of Child Counselling and Support Services across the following lots:

? Lot 1 - Counselling service (one to one and group work) to 7 mainstream secondary schools

? Lot 2 - Counselling service (one to one) to 24 mainstream primary schools

? Lot 3 - Group work to 24 mainstream primary schools

? Lot 4 - Play Therapy to 24 mainstream primary schools

? Lot 5 - Art Therapy to 24 mainstream primary schools

? Lot 6 - Drama Therapy to 24 mainstream primary schools

A sole supplier will be appointed onto each of the 6 Lots available.

Bidders should only bid for multiple lots where they have the capacity to deliver multiple lots. If a bidder is successful in more than one lot, they will be expected to deliver the services within all the lots bid for / successful in.

Values shown are exclusive of VAT and represent total value for a 48 month contract. No

spend is guaranteed.

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

Value excluding VAT: £1,176,000

### **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**

Counselling service (one to one and group work) to 7 mainstream secondary schools

Lot No

1

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of formal counselling and will follow the British Association for Counsellors and Psychotherapy (BACP) definition of counselling which is:

‘a professional activity delivered by qualified practitioners in schools. Counsellors offer troubled and/or distressed children and young people an opportunity to talk about their difficulties, within a relationship of agreed confidentiality.’

Therefore confidentiality, accountability and clinical supervision are paramount.

The allocation of sessions to each school will be based on the funding available to the school (number of pupils). Through discussion with school staff these should be a mixture of both one to one counselling and group work. Bidders are required to specify the cost of sessions as well as the type of counselling approach and anticipated duration for each referral.

This service shall be delivered to young people aged 11 to 18 years who attend an ERC mainstream secondary school and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

Examples of mild to moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £588,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

After 48 months the Council will consider if there is an ongoing requirement.

#### **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**

Counselling service (one to one) to 24 mainstream primary schools

Lot No

2

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of formal counselling and will follow the British Association for Counsellors and Psychotherapy (BACP) definition of counselling which is:

‘a professional activity delivered by qualified practitioners in schools. Counsellors offer troubled and/or distressed children and young people an opportunity to talk about their difficulties, within a relationship of agreed confidentiality.’

Therefore confidentiality, accountability and clinical supervision are paramount.

The allocation of sessions to each school will be based on the funding available to the school (number of pupils). Bidders are required to specify the cost of sessions as well as the type of counselling approach and anticipated duration for each referral.

This service shall be delivered to children / young people aged 4 and a half to 12 years (Primary 1 - 7) who are attending an ERC mainstream primary school and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

Examples of mild to moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £140,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will consider if there is an ongoing requirement after 48 months.

#### **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**

Group work to 24 mainstream primary schools

Lot No

3

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of group work for children and young people targeting moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

The allocation of group-work sessions to each school will be based on the funding available to the school (number of pupils). Bidders are required to specify the price of group sessions for 3-6 pupils as well as the type of group work and anticipated duration for each group.

This service shall be delivered to children and young people aged 4 and a half to 12 years (Primary 1 - 7) who attend an ERC mainstream primary school and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

The service must complement and build upon the range of whole-school and targeted

approaches already available in ERC schools to help support the mental, emotional, social and physical wellbeing of children and young people.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £112,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will consider if there is an ongoing requirement after 48 months.

### **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 to 24 mainstream primary schools

Lot No

4

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of Play Therapy for children and young people targeting moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

The allocation of therapy sessions to each school will be based on the funding available to the school (number of pupils). Bidders are required to specify the price of therapy sessions as well as the type of therapeutic intervention and anticipated duration for each session.

This service shall be delivered to children and young people aged 4 and a half to 12 years (Primary 1 - 7) who attend an ERC mainstream primary school and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £112,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will consider if there is an ongoing requirement after 48 months.

### **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 to 24 mainstream primary schools

Lot No

5

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of Art Therapy for children and young people targeting moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

The allocation of therapy sessions to each school will be based on the funding available to the school (number of pupils). Bidders are required to specify the cost of sessions as well as the type of therapeutic work and anticipated duration for each session.

This service shall be delivered to children and young people aged 4 and a half to 12 years (Primary 1 - 7) who attend an ERC mainstream primary and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £112,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will consider if there is an ongoing requirement after 48 months.

### **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**

Drama Therapy to 24 mainstream primary schools

Lot No

6

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

- 85312320 - Counselling services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The service is for the provision of Drama Therapy for children and young people targeting moderate mental health difficulties include but are not limited to anxiety, mild depression, distress, phobias, mild self-harm, mild obsessive compulsive difficulties and behaviours symptomatic of relational disconnection and trauma, for example, in relation to transitions, bereavement and loss, friendship problems, self-esteem, loneliness, school pressures and social and family issues.

The allocation of therapy sessions to each school will be based on the funding available to the school (number of pupils). Bidders are required to specify the cost of sessions as well as the type of therapeutic work and anticipated duration for each session.

This service shall be delivered to children / young people aged 4 and a half to 12 years (Primary 1 - 7) who attend an ERC mainstream primary and have mild to moderate mental health difficulties which are at risk of or are causing distress and impacting on the day to day life of the child or young person.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £112,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Council will consider if there is an ongoing requirement after 48 months.

#### **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

---

## **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

The counselling support provided must conform to professional standards, codes of practice and supervision practice such as those provided by COSCA (Counselling and Psychotherapy in Scotland) and BACP (British Association for Counselling and Psychotherapy) as well as current best practice for school based counselling.

All staff must be appropriately trained, qualified and registered/accredited by their professional/therapeutic bodies. For example a Postgraduate Qualification in Drama Therapy accredited by the British Association of Dramatherapy Registration with the Health and Care Professions Council (HCPC) is essential.

The counselling team must have a recognised counselling qualification with relevant experience and be registered/ accredited with COSCA (Counselling and Psychotherapy in Scotland) or BACP (British Association for Counselling and Psychotherapy).

The provider should ensure that councilors are highly trained to Master Level accreditation.

All staff must have an up-to date enhanced disclosure Scotland PVG carried out at the provider's expense before being able to provide the services. The provider and staff must comply with East Renfrewshire Council's policies including without limitation, child protection policy (Standard Circular 57). See Appendix 1 of the Tender Information Pack.

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

List and brief description of selection criteria

The Council reserves the right at its own discretion to seek information from the applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to determine the Applicant's economic and financial standing. East Renfrewshire Council requires to ensure that the economic operator has the necessary economic and financial capacity to perform and complete the contract. In the current difficult economic environment, the Council seeks to ensure that the contractor who undertakes the works has suitable financial strength and capacity to complete these goods, works or services.

Where an economic operator wishes to be considered for selection under this contract but cannot meet the turnover and/or Credit Safe score of 30 that economic operator must provide financial information which will satisfy the Council that they have an equivalent level of economic and financial standing; and must provide related guarantees or formal assurances to support their right to participate and be considered for any contract award (Regulation 61(8)). Please note that any financial information disclosed should evidence the financial strength of the economic operator tendering, therefore additional supporting information will need to be provided where joint or group accounts are provided in support of a bid to explain to the Council the relevance of that information.

Where the economic bidder relies upon or intends to rely upon any Key Subcontractors in performance of the contract, then the Council reserves the right to assess the financial strength and suitability of the Key subcontractor as part of the qualification process; Where the economic operator relies upon a parent company to provide financial assurance in support of their bid, the Council will also reserve the right to seek financial information on the strength and suitability of the parent company; and

Where the economic operator relies upon the capacity of other parties in respect of selection and/or performance of the contract, then dependent on the nature of the arrangement the Council may require full disclosure of financial information in support of the bid. For example, where the bidder identifies as a consortium the Council will require that the consortium, as a group, can meet the financial selection requirements contained in the procurement documents. Where a bidder is part of a Consortium, it shall procure the execution and delivery to the Employer of a Consortium Guarantee (in the form provided by the council) executed by each member of the Consortium (acting as Consortium guarantor) in Self Proving Form.

The Council reserves the right to monitor that the economic operator continues to meet the financial selection requirements upon receipt of the invitation to tender or after evaluation has been completed and prior to any award being made. Economic operators must inform the Council of any changes to any submission made by them in respect of their financial and or economic situation. The Council will further reserve the right to remove any economic operator from the tendering process where they are no longer able to fulfil any of the selection requirements as directed within the procurement documents.

Further detail is contained within the procurement documents.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

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:

Employer's (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance 5 million GBP

Professional Indemnity Insurance 2 million GBP

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

List and brief description of selection criteria

Bidders who intend to use a supply chain to deliver the requirements detailed in the Contract Notice, must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Bidders must provide a response at SPD Q4.C.4 and this will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms.

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

Bidders unable to confirm (b) must provide an improvement plan, signed by their Director, which improves payment performance. It should be noted that where a bidder is unable to confirm or provide a satisfactory improvement plan the Council reserves the right to remove you from the process.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2C.1 of the qualification envelope.

## **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

The counselling support provided must conform to professional standards, codes of practice and supervision practice such as those provided by COSCA (Counselling and Psychotherapy in Scotland) and BACP (British Association for Counselling and Psychotherapy) as well as current best practice for school based counselling.

All staff must be appropriately trained, qualified and registered/accredited by their professional/therapeutic bodies.

The Tender Information Pack contains full information for each Lot and must be read and complied with in order to be considered for this contract.

### **III.2.2) Contract performance conditions**

All information as contained in the Tender Information Pack.

---

## **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: 6

#### **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

22 January 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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

22 January 2024

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Council will consider the requirement once this 48 month contract has completed and if there is an ongoing need.

### **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**

Prompt Payment-The successful tenderer shall, as a condition of being awarded the contract, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these services 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 subcontractors in respect of payments due to any sub-sub-contractors, if any.

The Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Failure to supply the information within timeframe requested may result in your bid being rejected & the Council proceeding with the procurement exercise to the next appropriate bidder.

Additional information pertaining to this contract notice is contained within the Tender documents. Applicants must ensure they read in line with this contract notice.

Community Benefits are required under this contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24215. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

See Tender Information Pack.

(SC Ref:752000)

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

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

Paisley Sheriff Court and Justice of the Peace Court

Paisley

PA3 2HW

Email

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

Country

United Kingdom