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Tender

## **Independent Advocacy Service for Adults**

Inverclyde Council

F02: Contract notice

Notice identifier: 2024/S 000-035485

Procurement identifier (OCID): ocds-h6vhtk-04b350

Published 1 November 2024, 1:50pm

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

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

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Procurement Team

#### **Email**

[procurement@inverclyde.gov.uk](mailto:procurement@inverclyde.gov.uk)

#### **Telephone**

+44 1475712634

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**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

<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

<http://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**

Independent Advocacy Service for Adults

Reference number

CP0575/HSCP

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

- 85000000 - Health and social work services

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

Services

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

This tender is for an Independent Advocacy Service for Adults.

Inverclyde Council, operating as a Health and Social Care Partnership in conjunction with NHS Greater

Glasgow & Clyde, require to commission Independent Advocacy Services

#### **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
- 85310000 - Social work services
- 85320000 - Social services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

This tender is for an Independent Advocacy Service for Adults.

Inverclyde Council, operating as a Health and Social Care Partnership in conjunction with NHS Greater

Glasgow & Clyde, require to commission Independent Advocacy Services

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

Quality criterion - Name: Outcomes - Question One / Weighting: 6.00%

Quality criterion - Name: Outcomes - Question Two / Weighting: 4.00%

Quality criterion - Name: Outcomes - Question Three / Weighting: 8.00%

Quality criterion - Name: Outcomes - Question Four / Weighting: 4.00%

Quality criterion - Name: Management & Reporting / Weighting: 4.00%

Quality criterion - Name: Project Viability - Question One / Weighting: 4.00%

Quality criterion - Name: Project Viability - Question Two / Weighting: 4.00

Quality criterion - Name: Fair Work First / Weighting: 3.00%

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2.00%

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1.00%

Price - Weighting: 60

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

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 12 months from 1st April 2028 until 31st March 2029.

#### **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

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

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

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

List and brief description of selection criteria

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

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

List and brief description of selection criteria

4C.1.2 Bidders must provide 2 examples of services carried out in the past 3 years that demonstrate that they have the relevant experience to deliver Independent Advocacy Services for Adults.

The examples provided must be of a similar size and nature to this contract opportunity and demonstrate that the experience and aptitude of staff include excellent communication skills and the ability to develop positive relationships.

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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

2 December 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

2 December 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2029

### **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 the competition if they are in any of the situations referred to in regulation 8 and 9 of the

Procurement (Scotland) Regulations 2016.

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#### **INSURANCE (ESPD 4B):**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract,

the types and levels of insurance indicated below:

Employers Liability Insurance - 5M GBP

Public Liability Insurance - 5M GBP each and every claim with no inner limit of abuse claims.

Professional Risk Indemnity - 2M GBP

Contractors Data Protection/Cyber Risk Insurance - 250K GBP each and every claim..

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## ESPD 4C SUBCONTRACTORS

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

## ESPD 4D QUALITY MANAGEMENT PROCEDURES

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent)

OR

hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

## HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum

OR

hold the information contained in the buyer attachment area in PCS-T (file name "Evaluation of ESPD Contract Notice Additional Information") ESPD Health & Safety.

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## TECHNICAL ENVELOPE 2.4 PART A: COMPLAINTS PROCEDURE

The bidder must comply with Inverclyde Council's Complaints Handling Procedure.

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## TECHNICAL ENVELOPE 2.5 PART A: DATA PROTECTION, DATA RETENTION AND SECURE DESTRUCTION

The bidder must demonstrate appropriate compliance with the Data Protection Laws for Data Protection, Data Retention and Secure Destruction by providing a copy of their Policy/Policies

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It will also be a condition of contract that Tenderers comply with the Terms & Conditions of Contract, Specification, Contract Information for Tenderers and Evaluation and Award Criteria documents and enter into a Data Sharing Agreement with Inverclyde Council.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27649.

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<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:

Bidders are requested to refer to the Social Value Outcome Menu and select the Social Values they will offer during the Initial 3 Year Contract. It is the Council's expectation that 40 Social Value Points will be delivered over the initial contract period. Only those who offer the Council's expectation of 40 points will achieve the highest score for this section.

(SC Ref:780862)

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

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

Sheriff Court Greenock

Sheriff Court House, 1 Nelson Street

Greenock

PA15 1TR

Country

United Kingdom