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Tender

Children's Disability Short Breaks (Highland)

The Highland Council

F02: Contract notice

Notice identifier: 2025/S 000-037737

Procurement identifier (OCID): ocds-h6vhtk-0559da

Published 7 July 2025, 12:46pm

Section I: Contracting authority

I.1) Name and addresses

The Highland Council

Glenurquhart Road

Inverness

IV3 5NX

Contact

Paul Adlinton

Email

socialcare10.contracts@highland.gov.uk

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.3) Communication

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

www.publctenderscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publctenderscotland.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

Children's Disability Short Breaks (Highland)

Reference number

HSCC23

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

Short Break Care within the family home to include Waking Night Support, Sleeping Night and Day Support. Support to and from activities within the community. Help to support/maintain and/or establish/implement routine. Meet any additional specific requirements of the Child's Individual Action Plan as per their Child's Plan. The service is to be delivered across the Highland region.

II.1.5) Estimated total value

Value excluding VAT: £400,000

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

- UKM6 - Highlands and Islands

Main site or place of performance

The Highland Council geographical area.

II.2.4) Description of the procurement

The importance of recognising the family as the critical infrastructure for the wellbeing and development of children in society is at the heart of the Families 1st strategy. A happy life for children involves a loving family within a broader system of friendships, community networks and universal services. Families will get the right help, at the right time, by the right people. Families 1st is set within the national policy landscape of UN Convention on Rights of a Child (UNCRC), The Promise, underpinned by strong Getting It Right For Every Child (GIRFEC) roots in Highland. Support from out with the family network should be available when needed for as long as it is needed.

Section 23 of The Children (Scotland) Act 1995 introduced a legal framework for assessment, services and support to children with disabilities, children affected by disability and their families. The Act states that “Services for these children should be designed to minimise the adverse effects of disability and to enable them to lead lives which are as normal as possible. Specific provisions relating to children with or affected by disability do not stand alone”.

The service being tendered is Short Break Care within the family home to include Waking Night Support, Sleeping Night and Day Support. Support to and from activities within the community. Help to support/maintain and/or establish/implement routine. Meet any additional specific requirements of the Child’s Individual Action Plan as per their Child’s Plan.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

II.2.6) Estimated value

Value excluding VAT: £400,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The contract term is three years plus the option to extend by up to 12 months.

The maximum budget for the service (including one-year optional extension i.e., four years) is GBP400000.

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

Bidders must confirm that they are appropriately registered with the Care Inspectorate for the services required.

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described.

III.1.2) Economic and financial standing

List and brief description of selection criteria

1. The Council shall obtain a Creditsafe credit check and will score bidders accordingly:

71 - 100 Very Low Risk – Accept

51 - 70 Low Risk - Accept

30 - 50 Moderate Risk – subject to further discussion internally with the option to reject.

21-29 High Risk – subject to further discussion internally with the option to reject.

1-20 Very High Risk – Reject.

*The following applies if no credit check can be undertaken:

2. Please state current turnover (if contract value is over 50% of reported turnover, further discussion will be had internally with the option

to reject).

3. If you are under no obligation to publish accounts on Companies House and/or do not have a comprehensive credit rating then provide

audited financial accounts for the previous two years. Both quick and current ratios should be a minimum of 1:1.5 for the two successive

years. Bidders whose ratios do not meet the minimum criteria will be rejected. Bidders

who can provide audited accounts but chose not to do so shall be rejected.

4. Bidders who have been trading for less than one year and cannot provide audited accounts must submit the cash flow for the current year

and a letter from the bank outlining the current cash and credit position for the current year and subsequent year. This will be subject to

internal discussion with the option to reject.

5. If bidder still 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 submission is supported by a parent company guarantee.

Minimum level(s) of standards possibly required

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 Liability Insurance = GBP10m

Public Liability Insurance = GBP5m

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Details of reviewing performance are contained in the tender documentation.

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: 20

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

13 August 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

13 August 2025

Local time

12:00pm

Place

Highland Council Headquarters, Inverness

Information about authorised persons and opening procedure

Authorised Council officers opening on PCS-T.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Spring 2028

VI.3) Additional information

Tender will be uploaded onto PCST during week commencing 7th July 2025.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29636.
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:

Community Benefits including Fair Working Practices and Environmental Benefits will form part of the evaluation criteria.

(SC Ref:803459)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Telephone

+44 1463230782

Country

United Kingdom