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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](mailto: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](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.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

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## **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

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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

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.

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## **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.

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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: 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 Enviromental 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