

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/039955-2024>

Tender

## **Income maximisation, money, debt and energy advice service**

East Lothian Council

F02: Contract notice

Notice identifier: 2024/S 000-039955

Procurement identifier (OCID): ocds-h6vhtk-04c730

Published 11 December 2024, 3:01pm

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

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

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

#### **Email**

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

#### **Telephone**

+44 1620827827

#### **Country**

United Kingdom

#### **NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00181](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181)

**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/>

**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**

Income maximisation, money, debt and energy advice service

Reference number

ELC-24-0395

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

- 98000000 - Other community, social and personal services

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

Services

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

Provision of free, impartial and confidential advices services for residents of East Lothian, primarily relating to income maximisation (benefits advice), money advice (incorporating debt advice) and energy advice (including fuel debt advice).

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

This contract is divided into lots: No

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

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

- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

East Lothian Council require a provider to deliver advice services to East Lothian citizens. Services shall be delivered by appropriately trained, experienced staff and/or volunteers.

Services shall be delivered in a readily accessible manner. The advice services shall be accessible to those people most in need and 'face to face' services shall be provided from appropriate locations within East Lothian. The services will also be available by telephone and digitally e.g. through web chat.

Specific service outcomes include; providing advice to help maximise income; reducing the number of households in East Lothian currently in debt, or at risk of being in debt; improving access to the services through the provision of appropriate accessible face-to-face, phone and digital services.

The contract duration will be for 3 years with the option to extend for a further 2 periods of 1 year.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 + 1

#### **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

It is mandatory requirement of this contract that the Contractor and any proposed sub-contractor provide have achieved or demonstrably be working Competency Levels as laid out by the Scottish National Standards for Information and Advice Providers (SNSIAP).

- The Income Maximisation service will be delivered to SNSIAP Type II
- Money advice will be delivered to a standard of SNSIAP Type II
- Generalist advice service will be delivered to standard of SNSIAP Type I
- Energy Advice to a standard of SNSIAP Type II

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

Minimum level(s) of standards possibly required

- Employers Liability insurance to the value of at least ten million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.
- Public Liability insurance to the value of at least ten million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.

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

List and brief description of selection criteria

#### **Part 4C: Environmental Management Measures**

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

A completed copy of "Schedule 6- Climate Change" including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions. Please note Schedule 6- Climate Change is supplied as an individual document for completion. Where a Tenderer's response is of a less than the acceptable

standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

#### Part 4D: Quality Assurance Schemes

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. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

### **III.2) Conditions related to the contract**

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

ELC Terms & Conditions apply.

---

## **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

31 January 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

31 January 2025

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

This Contract includes an obligation for the delivery of Community Benefits [once the aggregate spend with the Council reaches GBP 50,000 in any financial year. The Community Benefits information included in the Tender documentation outlines the Community Benefits that the Council is seeking as part of this Contract.

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=785484](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=785484).

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.

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:

This Contract includes an obligation for the delivery of Community Benefits [once the aggregate spend with the Council reaches GBP 50,000 in any financial year. The Community Benefits information included in the Tender documentation outlines the Community Benefits that the Council is seeking as part of this Contract.



(SC Ref:785484)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=785484](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=785484)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom