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Tender

Provision of a Professional Independent Advocacy Service

Renfrewshire Council

F02: Contract notice

Notice identifier: 2025/S 000-045232

Procurement identifier (OCID): ocids-h6vhtk-056b5b

Published 1 August 2025, 1:33pm

Section I: Contracting authority

I.1) Name and addresses

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

Email

shona.brydson@renfrewshire.gov.uk

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400

I.3) Communication

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

<https://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

<https://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 a Professional Independent Advocacy Service

Reference number

RC-CPU-25-063

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

Renfrewshire Council is seeking to put a contract in place for the provision of a Professional Independent Advocacy Service for Adults, to be delivered from an office situated at a central location in Renfrewshire that is easily reached by all forms of public and individual transport.

This Contract will also require specific advocacy for people with drug and alcohol issues.

There is an existing Service for this provision, and it is the view of the Council that a Service Transfer (TUPE) may apply, however Tenderers should seek their own legal advice on this matter.

II.1.5) Estimated total value

Value excluding VAT: £761,352

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85140000 - Miscellaneous health services
- 85323000 - Community health services
- 85000000 - Health and social work services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire (to be delivered from an office situated at a central location in Renfrewshire that is easily reached by all forms of public and individual transport).

II.2.4) Description of the procurement

Open Tender

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 20%

Quality criterion - Name: Principles and Standards / Weighting: 15%

Quality criterion - Name: Managing Performance / Weighting: 10%

Quality criterion - Name: Service Mobilisation / Weighting: 15%

Quality criterion - Name: Location of Office used for Service / Weighting: Pass/Fail

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Community Benefits / Weighting: 5%

Quality criterion - Name: Insurances / Weighting: Pass/Fail

Quality criterion - Name: Health and Safety / Weighting: Pass/Fail

Price - Weighting: 30%

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

Contract Period of 3 years with the option to extend for up to 12 months on 1 occasion, anticipated to be 01 January 2026 – 31 December 2029 (or 31 December 2030, if the extension is taken up).

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.1.2) Economic and financial standing

List and brief description of selection criteria

The Council's standard practice is to request a minimum Dun & Bradstreet (D&B) Failure Score of 20 as part of the tender process. D&B scores are also checked monthly as part of Contract Management activities.

Where the Failure Score is lower than the requirement or is unavailable due to organisational structures, other information such as audited accounts will be requested and reviewed by Finance to ensure they are satisfied with the financial stability.

Tenderers will also have to meet the minimum Insurance requirements (below).

Minimum level(s) of standards possibly required

The following insurance levels will be required as part of this procurement:

- Employers liability - statutory minimum 10million GBP, each and every claim. If a Provider is exempt from the legal requirement for employers' liability, then the Provider must confirm the relevant exemption that applies to them;
- Public liability - minimum 5million GBP, each and every claim
- Professional Indemnity - minimum 1million GBP, each and every claim
- Motor Vehicle - in the event that the Provider uses motor vehicles in the delivery of the Service, evidence of Third Party Liability Motor Vehicle Insurance, as required under the Road Traffic Act 1988 (as amended) for the use of such vehicles by the Provider and its Staff, agents and sub-contractors as may be appropriate. Cover should be unlimited in respect of death or injury

OR where there is no company fleet and employees use their own vehicles instead, a letter signed by a person of appropriate authority confirming that the provider has ongoing arrangements in place to ensure that employees' vehicles are appropriately insured and maintained for business purposes

OR where vehicles are not used in the delivery of the service, provide a letter stating this, signed by a person of appropriate authority confirming this.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers must be able to demonstrate capability and capacity by providing examples which evidence their recent experience (ending within the last 3 years) relevant to the delivery of Services under this Contract, for example delivery of similar Services to local authorities.

The preference is for 2 years or more experience - however, in order to ensure that newer/start-up organisations can bid, a shorter period will be considered if it clearly demonstrates relevant experience and capacity.

All staff employed in the delivery of the Service must be PVG registered.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

8 September 2025

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

Tender must be valid until: 5 February 2026

IV.2.7) Conditions for opening of tenders

Date

8 September 2025

Local time

12:00pm

Information about authorised persons and opening procedure

Opening process as required by Renfrewshire Council Standing Orders.

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

Tenderers will be required to complete a Cyber Security questionnaire, to determine the suitability of their systems and processes for the processing and holding of data of people using the Service and/or interacting with Renfrewshire Council systems (including email). This will be evaluated, on a Pass/Fail basis.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29685. 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 will be a scored part of the Tender Evaluation process.

(SC Ref:804535)

VI.4) Procedures for review

VI.4.1) Review body

See VI.4.3 below

See VI.4.3 below

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.