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Tender

Statutory Advocacy Service

Staffordshire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-049763

Procurement identifier (OCID): ocds-h6vhtk-054481 ([view related notices](#))

Published 19 August 2025, 11:10am

Scope

Reference

IA3595

Description

The Authority is commissioning a Statutory Advocacy Service for the provision of a range of statutory advocacy services.

The Supplier will deliver a Service that reflects the key principles of:

- making use of digital.
- recognising the benefits of strength-based and asset-based approaches to improving health and wellbeing, promoting independence and building community capacity.
- targeting and supporting those with greatest need.
- encouraging Individuals to build their skills and confidence to self-advocate

- adopt lean and flexible working practices in order to maximise service reach
- demonstrate continual learning and share best practice through local partnerships and forums.

The total estimated value (without VAT) for the contract period including extension period is £1,977,453. A tender submission received that exceeds the Maximum Total Annual Budget of £659,151 for either year 1,2 or 3 and the Contract value of £1,977,453 will be REJECTED.

The service to be procured as a competitive tender using the open procedure is classed as a Light Touch Contract under the Procurement Act 2023.

The Authority will be holding a supplier "bidders day" on Wednesday 27 August 2025 at 10.30am - 12.00 noon, this will be a Microsoft Teams event held to give suppliers an opportunity to ask Procurement and/or the Commissioning area questions in relation to the procurement process

Suppliers are requested to have familiarised themselves with the Tender Documents prior to this event to avoid duplicating questions raised previously and already answered. Where a supplier is unable to attend, information will be shared via an e-tendering Proactis post, shortly after the event. This will include any questions asked and their respective answers.

For avoidance of doubt suppliers will still be able to submit pre-tender clarifications after the event in line with the process outlined in the IA3595 ITT Procurement Pack.

Total value (estimated)

- £1,977,453 excluding VAT
- £2,372,943.60 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028

- Possible extension to 31 March 2029
- 3 years

Description of possible extension:

The contract will commence on 1 April 2026 and, subject to earlier termination in accordance with its terms, will continue until midnight on 31 March 2028. At the Authority's entire discretion, the term may be extended by 12 months to the 31 March 2029 on the same terms for such period in accordance with the contract.

Options

The right to additional purchases while the contract is valid.

At the Authority's entire discretion, the term may be extended by 12 months to the 31 March 2029 on the same terms for such period in accordance with the contract.

Main procurement category

Services

CPV classifications

- 85000000 - Health and social work services

Contract locations

- UKG24 - Staffordshire CC
-

Participation

Legal and financial capacity conditions of participation

For Participation please refer to Part 3 Condition of Participation within the IA3595 Invitation to Tender (ITT) Procurement Specific Questionnaire.

Technical ability conditions of participation

For Participation please refer to Part 3 Condition of Participation within the IA3595 Invitation to Tender (ITT) Procurement Specific Questionnaire.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

30 September 2025, 12:00pm

Tender submission deadline

6 October 2025, 12:00pm

Submission address and any special instructions

Suppliers should register on the Councils' eProcurement system, Proactis.

<https://supplierlive.proactisp2p.com/Account/Login>

Suppliers will need to log in and select "Opportunities" then enter the tender reference "IA3595" in the box and select "Search".

All tender documents will be found in the request document section.

Please see clause 46 of the Terms and Conditions with regards to further information on the Local Government Re-Organisation.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

2 January 2026

Award criteria

Name	Description	Type	Weighting
Quality	Quality will be split as stated within the Procurement Pack.	Quality	60%

Name	Description	Type	Weighting
Price	Price will be split as stated within the Pricing Matrix.	Price	40%

Other information

Payment terms

Please see the Terms and Conditions.

Upon expiry of the Agreement the Authority shall consider

Schedule 5 Direct Award Justifications, Additional or repeat goods, services or works

Section 8 where is it the authorities intention to carry out a subsequent procurement of similar services in reliance of this direct award justification.

Description of risks to contract performance

Risk: Legislation and Registration.

Modification - Changes in Legislation is within contract terms & Specification.

Risk: Annual discretionary fee review

Modification -Annual discretionary price review is within the contract terms.

Risk: Increases to Budget

Modification -Provided for in contract terms. The Pricing matrix will be updated. The total value of the contract terms will need to account for any potential increase to the budget.

Risk: Budget reduction

Modification -Contract terms allow for termination due to funding removal. Pricing

schedule in contract would need to be updated.

Risk: Provider failure

Modification -Clauses within the contract to serve notice & terminate.

Risk: Increase in demand for advocacy services.

Modification -The contract allows for modifications. The Council will comply with the modification grounds within the Procurement Act (PA).

Risk: Local Government Re-organisation

Modification- If any legislative changes result in a significant impact upon referral numbers & subsequent service capacity pressures, the Council will meet with the Supplier to jointly agree any mitigating action and/or possible resolutions through the relevant clauses within the contract.

Risk: IT systems and development

Modification -The Supplier will complete an updated Third Party Security Questionnaire. Modifications will be captured through the relevant clauses & schedules within the contract.

Risk: Fixed Budgets Constraints

Modification -The annual discretionary fee review process will consider the impact of national changes. The Supplier & Council will meet through Contract Review Meetings (CRM) to flag any capacity pressures that may need addressing through the relevant clauses & schedules within the contract.

Risk: Resource Availability

Modification -The Supplier will have the opportunity through CRM to notify the Council of any such capacity pressures & work with the Council to find a solution. The contract allows for modifications, the Council will comply with the modification grounds within the PA.

Risk: Cost, Budget and Contractual requirements

Modification - the contract has a Change in Law clause.

Risk: Value for Money

Modification -The Council will have CRM with the Supplier to ensure continuous monitoring of service outcomes, Modifications will be captured through the relevant clauses & schedules within the contract.

Risk: Implementation/mobilisation

Modification - There will be 3 months mobilisation supported by a mobilisation plan. Exit meeting(s) will take place . Contract allows modification to the commencement & end date for all contracts.

Risk: Engagement

Modification -The Council will develop relationships through CRM & support facilitation of innovative means of engagement. Modifications can be made through the relevant clauses and schedules within the contract.

Risk: Accessibility

Modification - The Council will have CRM with the Supplier to ensure the Service can evidence it is targeting those hard to reach & reducing barriers for Individuals. The tender documents will address suppliers service delivery model and accessibility. Modifications can be made through the relevant clauses and schedules within the contract.

Risk: Training

Modification -The Specification specifies the level of qualification & the timescale achieve it. It provides an opportunity for providers to consider using non-qualified advocacy staff and/or volunteers to supplement (where appropriate) qualified advocates. The Council will maintain compliance of this through CRM. Required modifications can be made through the relevant clauses & schedules within the contract.

Risk: Credentials/Experience

Modification - The tender process will assess and request bidders to evidence their ability to meet the Specification . Tender submissions will be evaluated on Price and Quality. The Council will monitor performance through CRM. Modifications can be made through the relevant clauses and schedules within the contract.

Risk: Quality

Modification required: The Council will have regular CRM , KPI's and have a quality framework to measure the quality of Service. The Council will have an annual discretionary fee review process which considers the impact of national changes. Modifications can be made through the relevant clauses & schedules within the contract.

Risk: Operational

Modification - The contract has clear escalation processes, CRM will take place and the Specification supports continuous improvement. Suppliers will submit their Business Continuity Plan within their tender submission.

Risk: External Factors

Modification -The Supplier will have a business continuity plan in place. The Council will have regular CRM, good lines of communication and supplier relationship management to facilitate discussions with regards to mitigating actions and/or possible resolutions. Required modifications can be made through the relevant clauses & schedules within the contract.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Documents

Associated tender documents

[IA3595 PME Feedback Summary Final.pdf](#)

IA3595 PME Feedback Summary

Contracting authority

Staffordshire County Council

- Public Procurement Organisation Number: PZDG-2995-QQMD

1 Staffordshire Place, Tipping Street,

Stafford

ST16 2DH

United Kingdom

Contact name: Lisa Dobric

Email: lisa.dobric@staffordshire.gov.uk

Website: <https://www.staffordshire.gov.uk>

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government