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Tender

Supported Employment Services

Dorset Council

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

Notice identifier: 2025/S 000-064235

Procurement identifier (OCID): ocds-h6vhtk-0550f4 ([view related notices](#))

Published 10 October 2025, 2:52pm

Scope

Reference

DN773576

Description

Dorset Council is seeking a single supplier to deliver a Dorset Supported Employment Service which supports Care Act eligible people living with learning disabilities, mental health needs and physical disabilities seeking employment and voluntary opportunities and supporting them to achieve economic wellbeing and social inclusion whilst maximising their potential as a person living in Dorset.

The service will be for adults 16yrs+ and will be able to support young people as they enter adulthood, allowing them the opportunity to receive support to achieve their own employment goals.

This is separate to the Connect to Work programme, however there will be a direct interface. See specification for more details.

A Preliminary Market Engagement Event was held on 09 July 2025 in relation to this

procurement.

This is an open procedure in accordance with section 20(1) and (2)(a) of the Procurement Act 2023. The procedure does not allow for refining of the award criteria, and there is no scope to negotiate.

In accordance with Section 18 of the Procurement Act 2023, the use of lots was considered during the planning phase of this procurement and it was determined that dividing the requirement into lots would not be appropriate or beneficial in this instance. Therefore, a single contract approach has been adopted.

The Contract will be for an initial 2 years, with three optional 12-month extension periods (1+1+1), subject to satisfactory performance and funding, giving a potential total contract period of 5 years.

The estimated annual contract value is £180,000 with a total contract value of £900,000 if all extensions are taken. The current funding available is £160,000, with the additional £20,000 subject to grant funding. The budget of up to £180,000 is not guaranteed and is subject to fluctuations. Please note, these figures are exclusive of VAT. The contracting authority reserves the right to use additional funding received under this contract, subject to availability should funds become available during the term.

The contracting authority reserves the right to carry out a subsequent procurement of similar goods, services or works in reliance on the direct award justification in paragraph 8 of Schedule 5 to the Procurement Act 2023.

Total value (estimated)

- £900,000 excluding VAT
- £1,080,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2031

- 5 years

Description of possible extension:

The Contract will be for an initial 2 years, with three optional 12-month extension periods (1+1+1), subject to satisfactory performance and funding, giving a potential total contract period of 5 years.

Options

The right to additional purchases while the contract is valid.

The contracting authority reserves the right to extend or renew the term of the contract as stated above.

The contracting authority reserves the right to additional goods, services, or works while the contract is valid.

The Contracting Authority reserves the right to modify this contract during its term in accordance with Section 74(1)(a) and Paragraph 1 of Schedule 8 of the Procurement Act 2023.

These modifications may include:

- Adjustments to service volumes, or delivery locations within Dorset where they are necessary to respond to changes in funding, policy or service demand.
- Changes to funding levels, including application of grant funding or budget reductions.
- Further extensions (both for time and value), subject to performance and funding availability alongside governance approvals which might be necessary to respond to changes in funding, policy, or service demand.
- Extension of the contract term beyond the 10 per cent provided in Section 74(3)a
- Inclusion of additional supported employment needs, provided they fall within the broad scope of the original specification

Any modification made under this clause will be documented and, where required, published.

The contracting authority also reserves the right to carry out a subsequent procurement of similar goods, services or works in reliance on the direct award justification in paragraph 8 of Schedule 5 to the Procurement Act 2023.

Main procurement category

Services

CPV classifications

- 80400000 - Adult and other education services
- 85000000 - Health and social work services

Contract locations

- UKK25 - Dorset

Participation

Legal and financial capacity conditions of participation

Please see tender documentation

Technical ability conditions of participation

Please see tender documentation

Particular suitability

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

Submission

Enquiry deadline

24 October 2025, 12:00am

Tender submission deadline

5 November 2025, 10:00am

Submission address and any special instructions

Dorset Council will be using its e-tendering portal (ProContract) for the administration of this procurement process. Suppliers must register with the system to be able to express an interest and download the tender documents.

The opportunity can be searched for at this web address:

<https://www.supplyingthesouthwest.org.uk/>

The portal is free to join. Dorset Council are not the owners of this portal, so if you require any further guidance on how to use the portal or experience any technical difficulties, please go to the 'help and guidance' tab.

Suppliers must register on ProContract and express an interest in this opportunity to be able to submit an application to this tender.

All correspondence or clarifications relating to this tender must be submitted via the messaging function within ProContract.

Tenderers are required to answer all of the questions and submit their completed response (including any associated documentation) by 10:00 on 05 November 2025. The tender response must be submitted via the e-tendering portal.

Tenderers will not be able to submit a response after the deadline detailed above and are advised that if their tender response (including any associated documentation) is only partially uploaded within the e-tendering portal by the closing date and time then they will not be given opportunity to complete their document upload.

Tenderers are therefore recommended to upload their full tender response well in advance of the closing date and time.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

26 January 2026

Award criteria

Name	Description	Type	Weighting
Dorset Council Quality	This Quality Criteria will be evaluated by Dorset Council	Quality	45.00%
Price	This Quality Criteria will be evaluated by Experts by Experience	Price	40.00%

Name	Description	Type	Weighting
Experts by Experience Quality	This Quality Criteria will be evaluated by Experts by Experience	Quality	10.00%
Social Value	This Quality Criteria will be evaluated by Experts by Experience	Quality	5.00%

Other information

Payment terms

The Contracting Authority is required to make payments against valid, non-disputed invoices within a maximum of 30-days, as per Section 68 of the Procurement Act 2023.

Description of risks to contract performance

The Contracting Authority considers that the following known risks may jeopardise the satisfactory performance of the contract, but due to the nature of the risks, are unable to be addressed in the contract as awarded:

- Implementation of the Connect to Work Programme and the implications of two supported employment services* running in the Dorset Council area (*although these services are different).
- Fluctuations in funding - such as reductions or additions in budget allocations as part of the Council's budget setting processes, or as a consequence of additional funding streams which were unknown at the time of awarding the contract, but which are provided to increase the volume and scope of services delivered.
- Unexpected events such as War, pandemics or other unforeseen events may disrupt supported employment arrangements.
- The changing needs and requirements of the Council and the changing demands placed on the Council by its customers. Changes in the supported employee's physical or mental health may impact their ability to work, and the contract cannot guarantee ongoing

motivation or engagement from the customers.

- Changes in legislation or national guidance may alter the obligations or feasibility of the arrangement.

Following the identification of the above known risks, the Contracting Authority reserves the right to modify the contract during the term of the contract in accordance with Schedule 8, Paragraph 5 of the Procurement Act 2023.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://www.supplyingthesouthwest.org.uk/>

The full set of Associated Tender Documents are being provided on the same day that the Tender Notice is published. All Tender documents can be found at the above address.

Technical specifications to be met

<https://www.supplyingthesouthwest.org.uk/>

Refer to the specification for all performance requirements.

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Contracting authority

Dorset Council

- Public Procurement Organisation Number: PHCY-8926-WVVM

Dorset Council

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Contact name: Alice Crocker

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

Region: UKK25 - Dorset

Organisation type: Public authority - sub-central government