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Tender

Work Opportunities Service

Denbighshire County Council

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

Notice identifier: 2025/S 000-069953

Procurement identifier (OCID): ocds-h6vhtk-0593f1 ([view related notices](#))

Published 31 October 2025, 9:54am

Scope

Description

Within Denbighshire, there are a range of in-house (Denbighshire County Council [DCC] managed) services providing specialist support to help people with complex disabilities to develop their social and work-based skills. These are known as Work Opportunities. Gaining work-based experience, learning new skills, socialising and/or having something meaningful to do are all important to people. People with complex disabilities often need specialist support with these things. The priority is to promote independence. It is important that these services reflect this approach, and that the services we commission support people to develop, to progress, and to be valued integral citizens in their local communities as well as aiding them in building skills that may ultimately assist them in obtaining meaningful employment.

This contract is to provide direct support staff for a total of 74hrs of support per week across specific work opportunities sites within Denbighshire however this is subject to demand and will require flexibility. The provider will recruit and employ direct support staff who have the necessary skills and experience to be able to perform required tasks effectively. Support staff will be line managed directly by the Provider so that they feel supported in their roles. Whilst the Provider will retain all line management and supervision responsibilities, the day-to-day direction of the Provider staff for operational tasks within DCC settings will be via DCC staff/managers.

The contract is for 5 years with the option to extend for a 3 further years renewable annually. TUPE Information is included in the tender pack.

Total value (estimated)

- £740,000 excluding VAT
- £888,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2031
- Possible extension to 31 March 2034
- 8 years

Description of possible extension:

Option to extend for up to an additional 3 years renewable annually

Main procurement category

Services

CPV classifications

- 85000000 - Health and social work services
- 80530000 - Vocational training services
- 98000000 - Other community, social and personal services

Contract locations

- UKL13 - Conwy and Denbighshire

Participation

Particular suitability

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

Submission

Enquiry deadline

3 December 2025, 12:00pm

Tender submission deadline

10 December 2025, 12:00pm

Submission address and any special instructions

<https://supplierlive.proactisp2p.com/Account/LoginInstructions1>. Log in to PROACTIS at <https://supplierlive.proactisp2p.com2>. If you are already registered on the Proactis portal please Login and start at Step 14 of these instructions if not go to STEP 33. Click the "Sign Up" button at the bottom of the window⁴. Enter your correct Organisation Name,

address and Primary Contact Details. You will need to create the Organisation ID and User Name. If you have a generic email address for your organisation e.g. tenders@xxx.co.uk then please use this as the primary contact email address.5. Please make a note of the Organisation ID and User Name, then click "Register"6. You will receive an email asking you to "Click here to activate your account". This takes you to Enter Organisation Details.7. Please enter the information requested, click the ">" on the screen and follow the instructions ensuring that you enter all applicable details.8. In the Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice. Please ensure that the selected codes are relevant to your business to ensure that you get notification of opportunities that are of interest.9. In the Buyers screen please select Denbighshire County Council (you may register with other organisations if you wish)10. In the Primary Contact Details screen please ensure that all information is complete. (Please see note 4 above)11. Accept the Terms and Conditions and then click ">". This takes you to the Welcome window.12. In the Finish screen please enter a new password and note all your Login details for future reference.13. Now click "Complete Registration" and you will enter the Supplier Network page.14. On the centre of the screen click "Opportunities". This will take you to the list of current opportunities available to you.15. Click the ">" that relates to this notice, this will take you into the PQQ or Tender Request and click "Register Interest". Note there may be several opportunities that appear on this screen, please ensure that you select the correct one.16. In the "Your Opportunities" screen please note the closing time and date for completion of the relevant project. Please review the "Items" tab (Tender stage only) and the Documents tab (PQQ and Tender stages) as there will be information relating to the project held here. The Documents are accessed by clicking the down arrow underneath the General tab. Please ensure that you download all documents to your PC as you will be required to complete and upload some of them as part of your submission. There are instructions on how to complete your submission in the Guidance for Bidders document.17. You can now either create your response", or "Decline" this opportunity. Tenders may be submitted in Welsh, a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh

- English

Award decision date (estimated)

12 January 2026

Award criteria

| Name | Description | Type |
|---|--------------------------|-------------|
| Section N- Delivery of the Contract- 35% of quality | Delivery of the Contract | Quality |
| Section O- Staff 35% of quality | Staff | Quality |
| Section P- Partnership Working- 20% of quality | Partnership Working | Quality |
| Section Q- Community Benefits- 10% of quality | Community Benefits | Quality |
| Price- 20% | Price | Price |

Weighting description

Quality 80% Price 20%

Other information**Conflicts assessment prepared/revised**

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Contracting authority

Denbighshire County Council

- Public Procurement Organisation Number: PTPG-8659-JMCD

Russell House, Churton Road

Rhyl

LL18 3DP

United Kingdom

Contact name: Lauren Roberts

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Email: Lauren.Roberts@denbighshire.gov.uk

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

Region: UKL13 - Conwy and Denbighshire

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales