

United Kingdom-Stafford: Other community, social and personal services

OJ S 172/2015 05/09/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Staffordshire Procurement

Postal address: Staffordshire County Council, No. 2 Staffordshire Place

Town: Stafford

Postal code: ST16 2LP

Country: United Kingdom

Contact person: Staffordshire Procurement

For the attention of: Caroline Clarke

E-mail: caroline.clarke@staffordshire.gov.uk

Telephone: +44 1785845653

Fax: +44 1785278286

Internet address(es):General address of the contracting authority: www.staffordshire.gov.uk/purchasingElectronic access to information: www.staffordshire.alito.co.uk**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Regional or local authority

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: North Staffs CCG

Official name: East Staffs CCG

Official name: South East staffs & Seisdon CCG

Official name: Stafford & Surrounds CCG

Official name: Cannock Chase CCG

Official name: Mental Health & Employment Partnership MHEP

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Mental Health Individual Placement Support Employment Service.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 25: Health and social services

NUTS code UKG24 Staffordshire CC

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The provision of a mental health Individual Placement Support employment service within the County of Staffordshire, which delivers hope and optimism in its support to Eligible adults.

The Provider shall work in partnership with local agencies and groups in the Contract Area to expand opportunities for Service Users, encouraging Service Users to achieve their full potential and supporting individual Service Users to gain sustainable employment.

The Provider shall ensure that the provision of the Service is underpinned by the philosophies of recovery, social inclusion, personal responsibility and people directing their own care.

The Provider shall deliver the Service in accordance with the key principles of the evidence based Individual Placement and Support (IPS) approach to vocational services.

The objectives of the Service are:

- To enable Service Users to formulate, achieve and sustain their vocational goals, in a supportive and empowering environment;
- Service Users will gain and retain quality, sustainable employment;
- For Service Users to develop their skills and gain new ones in line with their interests, through vocational training and practical work experiences as part of a clear route to paid employment;
- To ensure that service users are assisted to retain their employment (e.g. through being supported to negotiate reasonable adjustments under the Equality Act 2010 with their employer);
- To provide, directly or through partner organisations, careers advice and accurate benefits information to enable Service Users to make informed decisions around taking up and keeping in employment;
- To establish vocationally themed Peer Support group(s);
- To challenge the low expectations about, and raise awareness of, the employability of people who have experienced mental health problems;
- To allocate a named Mental Health Employment Adviser for each Mental Health Clinical and Social Care Team;
- To act as one of the key links to employment providers;
- To provide employment advice to Care Co-ordinators, employers and others where necessary;
- To utilise local resources e.g. employment agencies, Jobcentre Plus, Citizen's Advice Bureau;
- To work as an integral part of the Mental Health Clinical and Social Care Teams;
- To give information to Service Users on the range of benefits, e.g. in work benefits, permitted work and to support Service Users to access specialist advice.

Important note — The participation and process for this tender will be via the electronic tendering portal located at www.staffordshire.alito.co.uk Please ensure you also refer to section VI.3 of this notice.

All requests for information to be sent through the electronic tendering portal and messaging facility on the Proactis electronic tendering system. How to register:

1. Instructions at <http://www.staffordshire.gov.uk/business/procurement/etendering/>
2. Follow the link to Proactis E-Tendering (<http://www.staffordshire.alito.co.uk>). On the main page click suppliers then (new user) register links.
3. Complete the self-registration questions and click the Register button.
4. You will receive a confirmation e-mail with an authentication link (this e-mail may find its way to your trash/junk email account, so please check).
5. Confirm the authentication and then login into Proactis suppliers-side.
6. Search the bulletin board for the tender(s) using key words, search criteria etc.
7. Once found, click on the (blue) contract title to register interest against an active tender.
8. Click the register button and then continue.
9. The tender will now be in the my tenders profile area on the main menu.
10. Find the read me first document and continue with managing the tender.

If you require urgent assistance regarding the initial usage of the eTendering package please contact the Contracting Authority point-of-contact in Section I.1 of this notice. On failure to reach this contact, please immediately e-mail the nature of the difficulty to commissioning.team@staffordshire.gov.uk

II.1.6. CPV code(s)

98000000 Other community, social and personal services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The Provider shall deliver the Service in accordance with the key principles of the evidence based Individual Placement and Support (IPS) approach to vocational services. The key principles are:

- (1) a focus on paid employment with a primary goal of paid employment;
- (2) eligibility is based on each Eligible Adult's individual preferences and anyone who chooses to work is given the help to do so;
- (3) programmes involve rapid (within 1 month of contact) job search and minimal pre-vocational training;
- (4) vocational programmes are integrated into the work of Mental Health Clinical and Social Care Teams;
- (5) attention to each Service User's individual preferences and choice is important;
- (6) there is availability of time-unlimited employment support and this is tailored to each Service User's individual needs;
- (7) support to access benefits advice is provided to help Service Users to maximise their in-work welfare benefits;
- (8) the Service is available to Eligible Adults who are newly unwell and signed off work to retain employment;
- (9) the Service responds to each Service User's individual preference and strengths and encourages each Service User to be active in planning their own work placements and job search activities;

(10) the Service is provided to everyone who needs it, regardless of, but responsive to, ethnicity, gender, sexual orientation, religion, past history, level of disability or diagnosis;
(11) the Service seeks to provide a service for Eligible Adults with challenging behaviours, including those with forensic history, personality disorder and those with drug/alcohol dependency problems;

(12) Service Users are considered full and equal partners in the running of the Service. Service Users receive support to participate in the planning, delivery, monitoring and evaluation of the Service.

Estimated value excluding VAT:

Range: between 1 199 736 and 1 379 736 GBP

II.2.2. Information about options

Options: yes

Description of options: 1.4.2016-31.3.2019 (with option to extend for up to 12 months at the sole discretion of Staffordshire County Council therefore options may be exercised for the period 1.4.2019-31.3.2020.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Payments may be made following acceptance by the banking agents of the County Council.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

No special legal form is required by the grouping of providers but each provider will be required to become jointly or severally responsible for the contract before acceptance.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The requirements for minimum economic, financial and technical capacity will be included in the tender documents.

Any tender may be rejected from a company/organisation who inter alia:

(a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

- (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
 - (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
 - (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country;
 - (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
 - (h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
 - (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1997 and Article 3(1) of Council Joint Action 98/742/JHA respectively;
 - (j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
 - (k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.
- Please refer to Regulation no 57 of the Public Procurement Regulations 2015.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

III.2.2. Economic and financial ability

List and brief description of conditions: The applicant must meet the minimum set standards of economic and financial standing to service the term and value of the contract.

Financial checks will be undertaken for economic operators using one or more of the Councils current financial assessors; n2check (www.n2check.com), Dun and Bradstreet (www.dnb.co.uk), Experian (www.experian.co.uk). Economic operators will be assessed according to the level of risk stipulated by the financial assessors used. Any economic operator being given an above average/higher than average risk rating or poorer, by 1 or more of the assessors used, may be rejected.

Note:

1. It is the responsibility of the economic operator to ensure that the appropriate accounts have been filed and that the credit information held is correct.
2. Should economic operators wish other financial information to be taken into account to support the economic and financial check this should be submitted with the response to the ITT. SCC reserves the right to request further financial information and to take this into account where necessary in addition to the level of risk stipulated by the financial assessors.
3. For sole traders/partnerships where third party financial assessments are not available the assessment will be undertaken using a financial spreadsheet detailing trading account data for the last 3 years.

Minimum level(s) of standards possibly required: The organisation should hold as a minimum the following insurance levels or be able to provide with their response, a written statement advising that should they be awarded the contract they will have the required levels of insurance in place for the commencement of the contract.

Public Liability 5 000 000 GBP.

Employers Liability 5 000 000 GBP.

Professional Indemnity 2 000 000 GBP.

III.2.3. Technical and professional ability

List and brief description of conditions:

The requirements for minimum economic, financial and technical capacity will be included in the tender documentation.

Minimum level(s) of standards possibly required:

Compliance with Regulation 57 of the Public Contract Regulations 2015. Scored criteria and pass/fail requirements as detailed below:

Eligibility of organisation — fail on unlawful actions. Economic and financial standing — fail on above average risk rating or poorer on financial checks. Technical ability — fail if questions not answered in full. Unable to provide references.

Health and safety policy — fail if no policy in place. Fail if no access to professional health and safety advice.

Insurance certification: fail if unable to meet minimum insurance levels DBS requirements. Fail if unable to meet DBS requirements.

References: fail if no references or evidence supplied.

Equal opportunities: fail if no policy in place.

Safeguarding: fail if no policy in place.

Business continuity: fail if no written policy/plan in place.

The above pass/fail criteria (see ITT documentation for further details) is also in addition to scored criteria presented in the ITT questionnaire documents.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. 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: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

SCHM00108

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2015/S 70-124711](#) of 10.4.2015

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 9.10.2015 - 12:00

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

9.10.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 9.11.2015 - 12:00

Place:

Staffordshire Procurement Offices.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Limited to members of County Council staff.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 30 months (if option to extend is not exercised) or 42 months (if option to extend is exercised).

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

This is an electronic tender. All requests for information to be sent through the electronic tendering portal and messaging facility on the Proactis electronic tendering system. How to register:

1. Instructions at <http://www.staffordshire.gov.uk/business/procurement/etendering/>
2. Follow the link to Proactis E-Tendering (<http://www.staffordshire.alito.co.uk>). On the main page click suppliers then (new user) register links.

3. Complete the self-registration questions and click the Register button.
4. You will receive a confirmation e-mail with an authentication link (this email may find its way to your trash/junk email account, so please check).
5. Confirm the authentication and then login into Proactis suppliers-side.
6. Search the bulletin board for the tender(s) using key words, search criteria etc.
7. Once found, click on the (blue) contract title to register interest against an active tender.
8. Click the register button and then continue.
9. The tender will now be in the my tenders profile area on the main menu.
10. Find the read me first document and continue with managing the tender.

If you require urgent assistance regarding the initial usage of the eTendering package please contact the Contracting Authority point-of-contact in Section I.1 of this notice. On failure to reach this contact, please immediately email the nature of the difficulty to commissioning.team@staffordshire.gov.uk

VI.4. Procedures for review

VI.4.1. Review body

Official name: Staffordshire Procurement
Postal address: Staffs County Council, No. 2 Staffordshire Place
Town: Stafford
Postal code: ST16 2LP
Country: United Kingdom

Body responsible for mediation procedures

Official name: Staffordshire Procurement
Postal address: Staffs County Council, No. 2 Staffordshire Place
Town: Stafford
Postal code: ST16 2LP
Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 calendar day standstill period (or 15 days where non-electronic or fax methods are used) at the point that an award decision notice is communicated to tenderers. The award decision notice will specify the criteria for the award of the contract /framework agreement, the reasons for the decision, including the characteristics and relative advantages, the name and score of the successful tender; and will specify when the standstill period is expected to end or the date before which the contracting authority will not conclude the contract/framework agreement. If an appeal regarding the award of a contract/framework agreement has not been successfully resolved, the Public Contracts (Amendment) Regulations 2009 provide for aggrieved parties who have been harmed or are at risk of a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). The Court may order the setting aside of the award decision or may order the Contracting Authority to amend any document and may award damages. If a framework agreement has been entered into the Court may make a declaration of ineffectiveness or may order that the duration of any relevant specific contract be shortened and additionally may award damages. The time limit for seeking such a declaration is generally 30 days from notification of the award (either by award decision notification or contract award notice depending upon the circumstances) or otherwise 6 months.

VI.4.3. Service from which information about the review procedure may be obtained

Official name: Staffordshire Procurement
Postal address: Staffs County Council, No. 2 Staffordshire Place
Town: Stafford
Postal code: ST16 2LP
Country: United Kingdom

VI.5. Date of dispatch of this notice

2.9.2015