

# SAMPLE CONTRACT NOTICE

## **Full Notice Text**

### **Social and other specific services – public contracts**

Contract notice

Directive 2014/24/EU - Public Sector Directive

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Perth & Kinross Council  
Pullar House, 35 Kinnoull Street  
Perth  
PH1 5GD  
UK

Contact person: Eileen Smith

Telephone: XXXXXXXX

E-mail: XXXXXXXXX@pkc.gov.uk

NUTS: UKM27

Internet address(es)

Main address: <http://www.pkc.gov.uk>

Address of the buyer profile:

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00372](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372)

### **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge at: [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be sent electronically to:

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

### **I.4) Type of the contracting authority**

Regional or local authority

### **I.5) Main activity**

Health

## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Agreement for **Provision of Care at Home Services in Perth and Kinross**  
Reference number: HCC/CAREATHOME/201705/EM/N/H

#### II.1.2) Main CPV code

85100000

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Provision of care at home for adults who are resident in Perth and Kinross and eligible for community care services for services commissioned by the Council under Option 3, Self-directed Support. Service providers will be directly commissioned by the Council. The Council, along with service users and Providers, wishes to operate an outcome based approach to the purchase and provision of care at home services. Outcome-focused services aim to achieve the goals, aspirations or priorities of the individuals and offer a more flexible way of delivering care to support people to live independently at home for longer.

#### II.1.5) Estimated total value

Value: 50 680 000.00 GBP

#### II.1.6) Information about lots

This contract is divided into lots: Yes

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Where zero bids or zero acceptable bids are received for any individual Lot the contracting authority reserves the right to combine the Lot with another Lot. Lots would be combined based on "nearest neighbour" principle.

### II.2) Description

**Lot No: 1**

#### II.2.1) Title

**Provision of Care at Home Services - North Perthshire 1 (Aberfeldy area)**

#### II.2.2) Additional CPV code(s)

85100000

### **II.2.3) Place of performance**

NUTS code: UKM27

Main site or place of performance: North Perthshire (Aberfeldy area)

### **II.2.4) Description of the procurement**

The core purpose of care at home is to support people, and where appropriate their carers, to remain in their own homes, living as independently as possible with a good quality of life. We aim to ensure that care at home:

- supports people to live well in the community
- prevents people with significant health or care needs from having to use emergency services or be admitted to hospital inappropriately
- helps people with care needs to look after themselves in the community

The range of services to be provided includes personal care and support designed to:

- help individuals sustain, recover or manage their health and abilities;
- lead independent and fulfilling lives; or approach the end of life in their own homes where this is their choice.

### **II.2.6) Estimated value**

**Value excluding VAT: 3 007 000.00 GBP**

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 72

### **II.2.13) Information about European Union funds**

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

### **II.2.14) Additional information**

The Service shall be provided in accordance with the Conditions of Contract at the following agreed fixed rates:

- Urban Areas: 15.49 GBP per hour
- Rural Areas: 17.00 GBP per hour
- Remote Rural Areas: Additional payment based on a proportion of rural rate of 17.00 GBP.

To be applied pro-rata based on assessed individual business cases.

## **Section III: Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.4) Objective rules and criteria for participation**

Must meet the required registration standards for a care support service with the Care Inspectorate in Scotland.

Expected to have a current ratio of min 1 for last 3 yrs. Reasons for not meeting req value to be disclosed.

Must hold, or commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employer's (Compulsory) Liability 10mil GBP
- Public Liability 5mil GBP
- Professional Indemnity 2mil GBP

Bidders will be required to confirm that they have the following:

- Be registered with the Care Inspectorate as fit to manage a care service
- Care Inspectorate Standards Min Grade 3

Managerial staff must have the following qualifications:

- Reg Managers minimum of SVQ L4 or equiv in Management and Health and Social Care
- Supervisors minimum of SVQ L3 or equiv in Health and Social Care and 2 units of SVQ L4 or equiv in Management by 30/06/2017

Refer to Instructions for Tenderers for full details.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision:

- The Public Services Reform (Scotland) Act 2010
- The Social Care and Social Work Improvement Scotland (Registration) Regulations 2011 (SSI 2011/28)
- The Social Care and Social Work Improvement Scotland (Applications) Order 2011 (SSI 2011/29)
- The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210)

Refer to Instructions for Tenderers for full details.



### **III.2.2) Contract performance conditions**

Please see tender documents, with particular reference to qualifications, fair work practices and electronic payment system implementation.

### **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.1.3) Information about a framework agreement**

The procurement involves the establishment of a framework agreement

Justification for any framework agreement duration exceeding 4 years: Supports vulnerable elderly people to live independently at home in line with strategic priorities for the Council. Stability of service & continuity of care vital for service users. Certainty for providers in a context in which we are expecting partnership working & flexibility to make changes. Short contracts may deter investment to improve in fragile market that is high risk to the Council.

#### **IV.1.10) Identification of the national rules applicable to the procedure:**

Information about national procedures is available at: (URL)

<http://www.gov.scot/Topics/Government/Procurement/policy/ProcurementReform>

#### **IV.1.11) Main features of the award procedure:**

Proposals will be evaluated with a Quality weighting of 100%.

Written method statements will be weighted at 70% with the highest scoring

Tenderers being invited for interview, weighted at 30%.

Services shall be carried out at a fixed hourly rate of 15.49 for Urban Areas and 17.00 for Rural Areas.

For Remote Rural Areas an additional payment will be made based on a proportion of the rural rate of 17.00 GBP.

Refer to Instructions for Tenderers for full details.

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

**Date:** 24/02/20XX

**Local time:** 12:00

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

EN