

CONTRACT NOTICE INFORMATION, ADVICE AND GUIDANCE SERVICE

Haringey Council (“the Council”) invites tenders from suitably experienced and qualified providers to deliver borough wide Information, Advice and Guidance (IAG) Service to Haringey residents.

The purpose of the IAG is to provide high quality, accurate and consistent information, advice and guidance which is current, relevant and essential for all young people, adults, carers, advocates and residents to know in order to live independently and achieve their version of a ‘good life’.

This provision enables early intervention and prevention of escalation around common issues which lead to the eviction, unemployment and hospitalisation of our residents, by providing targeted information, advice and guidance at key points in people’s lives to prevent crises. This service plays an important role in maximising our resident’s independence and helps prevent reliance and dependency on more intensive care and support, as well as on other statutory services.

The IAG service is made up of different priorities from the Council, North Central London Clinical Commissioning Group (NCL CCG) and Better Care Fund (BCF) which collectively aim to better integrate services in Haringey; improving health, housing, education and employment prospects for all residents. Its overall purpose is to prevent homelessness and provide people with the tools and skills to maintain their independence, improve their health and wellbeing whilst reducing reliance on statutory services.

Contract Value:

The maximum annual budget available for this Contracts is £816,000 of which £78,000 is funded by North Central London Clinical Commissioning Group and £55,000 from the Better Care Fund (BCF) and subject to annual renewal. Any bids above these annual figures and/or below the minimum activity level stated in Service Specifications will not be considered.

Length of the Contract:

The contract shall run for a period four (4) years with an option to extend for a further period or periods of up to a total of three (3) years in accordance with the terms and conditions of the contract, and subject to satisfactory performance. For avoidance of doubt, the maximum length of the contract would be seven (7) years, if extended.

Anticipated contract start date will be 1st April 2022.

Award Criteria:

The contract will be awarded to the Most Economically Advantageous Tender (MEAT) in accordance with the Public Contracts Regulations 2015. MEAT for this contract is quality 70% and Price 30%. Tender submissions will be subject to minimum quality thresholds.

Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended ("TUPE")

Tenderers must be aware that TUPE will apply to this service, subject to the right of employees to object to transferring, and subject to the possibility of the existing providers reassigning employees to other services prior to the transfer. Further details will be available in the invitation to tender.

All costs must be incorporated within the pricing schedule provided. The pricing schedule will be evaluated as further described in the Tender documents. The Council does not accept any liability for additional costs associated with TUPE not included within the price submitted.

How to apply:

This procurement is subject to the "Light Touch Regime" as described within Regulations 74-77 of the Public Contracts Regulations 2015 as a Schedule 3 service.

The Council will be using the Open Tender Procedure. Invitation to Tender documentation for this opportunity will be available on Haringey Procurement and Contract System (HPCS) e-sourcing portal, which can be accessed using the below link:

<https://s2c.waxdigital.co.uk/ProcurementLBHaringey/>

Click on 'Open Opportunities' and follow the instructions on screen.

The Portal is free of charge - to register please click on 'Register Here' and complete the account registration form. Once registered, log in and select 'Join Opportunity'. If already registered, Tenderers do not need to register again and may simply use their existing usernames and passwords.

Tenderers wishing to be considered for this tendering opportunity must complete the tender documents and return them electronically via the Council's e-tendering portal. Please note, tenders submitted any other means than HPCS portal will not be accepted.

Please note: the closing date for submission of tenders is 13:00 GMT, Monday 13th September 2021.

Late submissions will not be accepted. The e-portal system will shutdown at 13:00GMT (1:00pm) and any un-submitted bids on the system at this time will not be accepted.

The council considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs) and/or Voluntary, Community and Social Enterprises (VCSEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

Commissioners are open to accepting offers from a consortium of providers or a lead provider with sub-contracts as well as individual organisations.