



CONTRACT FOR THE PROVISION OF INTEGRATED ALCOHOL AND DRUG BEHAVIOUR CHANGE SERVICE

IN THE LONDON BOROUGH OF WALTHAM FOREST FOR THE PERIOD

1ST AUGUST 2019 TO 31ST JULY 2022

The Council of the London Borough of Waltham Forest (“the Authority”) invites suitably qualified and experienced organisations to Tender for the Contract for the Provision of Integrated Alcohol and Drug Behaviour Change Service in the London Borough of Waltham Forest (“the Contract”).

The Contract will commence on 1st August 2019 and, subject to satisfactory performance shall continue to midnight on 31st July 2022 (“the Contract Period”). At the sole discretion of the Authority and subject to the satisfactory performance of the provider the Contract Period may be extended in such period or periods as the Authority deems appropriate providing a total possible Contract Period to midnight on 31st July 2024.

The services procured under this contract fall under the ‘Light Touch Regime’ and are not subject to the full requirements of the Regulations and a more flexible approach is permitted provided that the principles of transparency and equal treatment are observed.

The integrated alcohol and drug behaviour change service delivers treatment, recovery and community resilience. It is outcome based and recovery focussed, responsible for delivering a comprehensive set of services to address the alcohol and drug related needs of our diverse population that achieve:

- Freedom from dependence on alcohol and drugs
- Prevention of drug related deaths and blood borne viruses
- Improvement in mental and physical wellbeing
- Improved relationships with family members, partners and friends
- Sustained education, training and volunteering activity leading to employment
- The ability to access and sustain suitable accommodation
- The capacity to be an effective and caring parent
- A reduction in crime and offending
- A reduction in anti-social behaviour
- A reduction in harm caused by a substance misusing parent or carer
- Increased safeguarding for vulnerable children, young people and adults

These will be achieved through maintaining excellent standards in alcohol and drugs treatment and recovery, and joint work across the Waltham Forest health, care and criminal justice systems.

The contract will be awarded in two (2) lots, as follows:

Lot 1 – Integrated Alcohol and Drug Behaviour Change Service

Lot 2 – Criminal Justice Intervention Services

Providers can bid for one or both Lots. You will need to supply a price and method statement responses for each Lot you bid for.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Also, as a pre-condition to their Tenders being evaluated, organisations shall achieve a minimum of three (3) out of five (5) for Question 8.2 of the Selection Questionnaire and will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire. Full details of how the Authority will evaluate the Selection Questionnaire are contained at the beginning of the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial threshold for the Contract:

Lot 1

Minimum of three million, two hundred thousand pounds (£3,200,000) annual turnover in each of the last two (2) years of trading.

Lot 2

Minimum of forty-three thousand pounds (£43,000) annual turnover in each of the last two (2) years of trading.

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in Appendix 2 to the Selection Questionnaire.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be

evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Price 40%; and
- Quality 60%

Tenderers shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the Tenderer is financially viable and technically capable of undertaking a contract of this nature. Also, as a pre-condition to their Tenders being evaluated, Tenderers will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire.

The Contract Documents comprise of the following:

- Section 1 (Invitation to Tender)
- Section 2 (Instructions to Providers)
- Section 3 (Form of Tender)
- Section 4 (Specification)
- Section 5 (Terms & Conditions)
- Section 6 (Minimum Standards)
- Section 7 (Evaluation Criteria)
- Section 8 (Pricing Schedule)
- Section 9 (Certificate of Non-Collusion)
- Section 10 (Employee Information)
- Appendix 1 – Method Statement
- Appendix 2 – TUPE Declaration

The Contract Documents are available from www.londontenders.org. To obtain the Contract Documents:

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance. You will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documentation;
- Then follow the guidance contained in the Instructions for Submission of a Tender;
- All Tenders must be submitted via the London Tenders Portal.

THE CLOSING DATE FOR RECEIPT OF TENDERS IS 12:00 NOON (12:00 P.M.) ON MONDAY 18TH FEBRUARY 2019. THE AUTHORITY RESERVES THE RIGHT TO EXCLUDE ANY TENDERS RECEIVED AFTER THIS DATE AND TIME.

A NOTICE CONTAINING THE SAME INFORMATION AS CONTAINED IN THIS ADVERT WAS DESPATCHED TO THE OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES ON MONDAY 15th JANUARY 2019.