

**Tender for rutland county council district council**

**substance misuse AND COMMUNITY TREATMENT service**

**Tender DOCUMENT One**

**Information and Instructions**

Thank you for expressing interest in this procurement for Substance Misuse And Community Treatment Service.

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

* Document One – Information and instructions (including the timetable) (this document)
* Document Two –Specification
* Document Three – General Terms and Conditions
* Document Four – Tender Response Document
* When completed, please return **one hard copy and a copy electronically saved on a CD or memory stick** ofthe response document (Document Four).
* Please mark envelopes/packages with only “**Tender Response: SUBSTANCE MISUSE AND COMMUNITY TREATMENT SERVICE (Private and Confidential) Deadline 12 noon 16 June 2017**”and with no company markings to:
* The Chief Executive, Rutland County Council, Catmose, Oakham, Rutland LE5 6HP

|  |
| --- |
| **To be received not later than 12 noon on 16 June 2017.**  **Late submissions will be disregarded.** |

PLEASE ENSURE THAT YOU REGISTER YOUR INTEREST WITH THE PROCUREMENT CONTACT NAMED IN THIS DOCUMENT IN ORDER TO RECEIVE UPDATES, TUPE INFORMATION, QUESTIONS RESPONSES ETC

**TENDER – DOCUMENT ONE**

**INFORMATION AND INSTRUCTIONS**

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1. **Introduction**

**1.1 How this tender is structured**

This tender is arranged in four sections:

**Document One**, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Four).

**Document Two** contains the detailed Specification for the goods or services required.

**Document Three** contains the General Terms and Conditions which apply to this tender and to the ensuing contract.

**Document Four** is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

* 1. **The commissioning background** 
     1. This contract is issued by Rutland County Council (the Council).
     2. Rutland County Council has been responsible for commissioning substance misuse treatment services since April 2013.
     3. The proposal links with Rutland County Council’s strategic objective to ‘create a safer community for all’ and ‘meeting the health and wellbeing needs of the community’.
     4. The proposal is to procure a substance misuse and community treatment service designed to reduce the substance related harm to individuals, families and communities in Rutland and to support individuals in recovery. The service will be a single integrated substance misuse service, providing a specialist drug and alcohol service for adults and young people; including specialist services for adults and young people within the criminal justice system.
     5. Substance misuse has far reaching impacts on individual health, families and communities. Evidence-based interventions to reduce harm have the joint benefits of improving health and wellbeing, cutting crime and saving money. Treatment services should be recovery-orientated, compliant with national guidance and person-centred.
     6. An assessment of need has been undertaken. This included assessing prevalence, hospital admissions for alcohol related harm, GP screening and numbers accessing the current treatment service. This indicates that alcohol misuse is more of a problem in Rutland than drug misuse. However, of those recently accessing treatment about one third have drug related issues. The current service is also seeing people in older age groups (60 years plus) and this is an increasing trend.
     7. Reducing substance misuse harm requires a comprehensive approach, which recognises that different levels of intervention are suitable for addressing different levels of need. This includes promotion of health and wellbeing advice for the general population, early identification and brief advice for those with increasing risks and specialist treatment and recovery services for those with dependency. The new Community Wellness Service and local GP Practices are commissioned to provide general advice, screening and brief interventions particularly for alcohol issues and referral to a specialist service for those with more problematic substance use.
     8. The annual funding available will be a maximum of £90,000 per year for the delivery of the entire service as contained within the specification.  The Council cannot guarantee approval of spend above this level.
     9. The proposed contract length is 3 years, with the option to extend annually for a further 2 years. This will be subject to satisfactory performance and business needs and enable need to be reviewed. The maximum contract period will be 5 years.
     10. The Council’s plans for commissioning this service over the lifetime of the contract are based on the current level of funding available. The Council is making the assumption that there will be no increase in funding over the duration of the contract and therefore all service costs will need to be managed within current funding levels.
     11. In view of the size of the contract it is recommended that a competitive tendering process be followed for the Council to set out contractual Conditions and the Service Specification.
     12. In compliance with the Public Contract Regulations 2015, for public contract opportunities that are advertised with a value between £50,000 and for goods and services and £589,148 that fall under the Light Touch Regime, a single stage tender process is being followed.
     13. This means that the tender response document combines a Suitability Questionnaire, a set of Tender Evaluation Questions/Pricing Schedule and a Form of Tender.
     14. The Council, as the Contract holder, requires that the process of awarding this contract is to involve the circulation of the tender documentation to locally known suppliers who may have the right experience, and advertising on Contracts Finder.
     15. The eventual Contract between the successful tenderer and the Council will consist of the following documents:
  2. Documents 1 to 3 of this tender developed by the Council.
  3. Document 4 of this tender – the response document completed by the Bidder.
  4. ‘Letter of Acceptance’ confirming the conditions of acceptance of the tender.
     1. An integrated, recovery orientated Substance Misuse and Community Treatment Service is currently provided under a contract due to expire on 30th September 2017. This includes assessment and care coordination / liaison, harm reduction and prevention interventions, clinical, pharmacological and psychosocial interventions, community group work programmes, pharmacy liaison and support, peer mentoring and volunteering programmes and advice, and liaison with the wider workforce including those working with children and young people.

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**1.3 Procurement Timetable**

* + 1. The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | Tender documents Issued | 22nd May 2017 |
|  | Last date to submit questions | 2nd June 2017 |
|  | Last date to respond to questions | 8th June 2017 |
|  | Return of tenders | 16th June 2017 |
|  | Evaluation of tenders | 4th July 2017 |
|  | Clarification meetings as required | 13th / 14th July 2017 |
|  | Provisional preferred bidder identified | 14th July 2017 |
|  | Approval of contract award | 26th July 2017 |
|  | Standstill commences | 27th July 2017 |
|  | Standstill ends | 7th August 2017 |
|  | Due diligence | By 7th August 2017 |
|  | Award of contract | 8th August 2017 |
|  | Contract commences | 1st October 2017 |

1.3.2 The Council reserves the right to amend this timetable and steps 5 to 13 are provided for indicative purposes only.

* + 1. Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

**1.4 Instructions on responding to this tender**

1.4.1 Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed as necessary for the purpose of obtaining quotations or insurance quotes.

* + 1. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
    2. The Form of Tender in the tender document must be signed by the Bidder. The whole document (Document Four) should be returned to the address shown on the front of this document.
    3. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
    4. No unauthorised alterations or additions should be made to the Form of Tender, or to any other component of the tender document.
    5. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
    6. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
    7. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self-contained. The Bidder should not rely on the Council’s past experience as tender evaluations will be based only on the information contained within the submission.
    8. For the purposes of the Tender, scoring and evaluation will be based ONLY on the written response to the questions asked. Any supporting documentation may be used as evidence of your response but we WILL NOT use these supporting documents or information contained therein to evaluate and score your submission.
    9. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
    10. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council’s contact ([Section 7](#Contacts)) as soon as possible in writing (via email is acceptable) and in any case by 2nd June 2017.
    11. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the tenderer.
    12. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.
    13. Tenders should arrive at the address shown on the first page not later than 12 noon on the date indicated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered even if received before the date indicated.
    14. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking.
    15. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
    16. The Council does not bind itself to accept the lowest or any tender.

**2. PROCUREMENT APPROACH**

1. This is a single stage tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required. Questions from Bidders should be emailed to [**Contracts@rutland.gov.uk**](mailto:Contracts@rutland.gov.uk)marked **Substance Misuse and Community Treatment Service for the attention of Toni Bawden**.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. At the time of issuing this Invitation to Submit a Tender, the Council has been notified by the existing service provider that they believe TUPE applies. The indicative TUPE list will set out details of the existing employees, their terms and conditions of employment and other relevant details. This information will be sent to bidders as soon as they register their interest with the Contact named in 2.1. The Council takes no responsibility for the accuracy or otherwise of the information it has collated at this stage, which is designed to be indicative only and has not been validated by the Council in any way.  The Council reminds bidders that it is their responsibility to undertake the necessary due diligence in relation to TUPE, and to ensure that the requirements of the TUPE regulations are fully met.
4. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The standard Selection Questionnaire will be assessed first, as Bidders who do not meet the Council’s expectations may be excluded. Suppliers who self certify that they meet the requirements for insurance, economic and financial standing, and technical and professional ability will be required to provide evidence of this if they are successful at contract award stage.
5. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#Scoring) , [4](#CriteriaforPQQ) and [5](#CriteriaforTenders) below.
6. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring bidders. No new criteria will be introduced at these interviews, rather on the basis of these interviews the Council may choose to revise a bidder’s score for each response to an evaluation question, either up or down, to reach a final score.
7. The Council will then make its award decision, if appropriate.
8. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
9. The process is subject to the completion of formal contract documents.

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**3** **SCORING**

**3.1 Non-Price Scoring**

Each written tender will be scrutinised by a small panel and each scoring criteria (Section [5](#CriteriaforTenders) below) will be awarded points out of 10 according to the following scale.

| **Score** | **Criteria for awarding score** |
| --- | --- |
| 0 | No response or response is unacceptable |
| 1 | Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses |
| 2 | Response is weak, and falls well below expectations in a number of respects |
| 3 | Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others |
| 4 | Response is below expectations but meets the required standard in some respects |
| 5 | Response meets expectations regarding the required standard |
| 6 | Response slightly exceeds expectations regarding the required standard |
| 7 | Response is good and is well above expectations in some respects |
| 8 | Response is very good and is well above expectations in most respects |
| 9 | Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements |
| 10 | Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

The weighting available for a score of 10 points is shown below in Section 5, and a pro rata weighting will be applied to the score.

**3.2 Price Scoring**

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by tenderer’s price multiplied by 100%

For example, if the tenderer’s price is £100, and this is also the lowest price, the calculation is 100 x 100% = 100% of the available weighting

100

A bid of £200 would be calculated as 100 x 100% = 50% of the available weighting.

200

**4** **CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE**

The Public Contract Regulations 2015 came into force on 26th February 2015. Since this date shortlisting has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the EU Threshold for Goods/Services (currently £164,176) and £589,148 for the Light Touch Regime that this contract falls under.

For contracts advertised between these two values, instead of a pre qualification questionnaire, local authorities must assess a Bidder’s suitability to deliver the requirements as stated in the Specification/Contract. Those bidders who satisfy the selection assessment will have their tenders evaluated. Those who do not will be excluded from the process. The selection process is based on a template document issued by Central Government. Many of the selection questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the standard Selection Questionnaire.

| **Question**  **No.** | **Section Headings and Sub-Headings** | **Maximum Available Section Score** | **Weighting Within Sub-Heading** |
| --- | --- | --- | --- |
| **1**   * 1. (a)   1.1 (b) (i)  1.1 (b) (ii)  1.1 (c)  1.1 (d)  1.1 (e)  1.1 (f) | **Potential Supplier Information**  Full name  Registered office  Registered website address  Trading status  Company/charity registration number  SME  Contact details | 0% | 0% |
| **2**  2.1 (a)  2.1 (b) | **Grounds for Exclusion**  Regulations 57(1) and (2):  Criminal organisation  Corruption  Fraud  Terrorist offences  Money laundering  Child labour/human trafficking  Breach of environmental obligations  Breach of social obligations  Breach of labour obligations  Bankrupt/insolvency or winding-up proceedings  Grave professional misconduct  Agreements with other economic operators to distort competition  Conflict of interest  Preparation of procurement procedure  Early termination of contract /damages/comparable sanctions  In breach of obligations re: tax/social security contributions  Measures taken | Pass/Fail | Pass/Fail |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question**  **No.** | **Section Headings and Sub-Headings** | Maximum Available Section Score | Weighting Within Sub-Heading |
| **3**  **3.1**  **3.2**  **3.3**  **3.4**  **3.5** | **Economic and Financial Standing**  Audited accounts or alternative means of demonstrating financial status  Minimal financial threshold  Parent company accounts  Parent company guarantee  Bank guarantee | Pass/Fail | Pass/Fail |
| **4**  **4.1** | **Technical and Professional Ability**  Details of up to three contracts  Evidence of healthy supply chains maintained with sub-contractors | Pass/Fail | Pass/Fail |
| **5.1**  **5.2** | **Requirements under Modern Slavery Act 2015**  Relevant commercial organisation  Compliant with annual reporting requirements | Pass/Fail | Pass/Fail |
| **6** | **Additional Questions:** |  |  |
| **6.1** | **Insurance** | Pass / Fail | Pass/Fail |
| **6.2**  (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k) | **Health and Safety**  Formal health and safety policy/statement  Accredited health and safety system  Responsible person for health and safety policy  Health and safety professional/consultant  Health and safety training (staff/sub-contractors)?  Accident records  Staff consultation on health and safety matters  Risk assessments  Investigated / prosecuted for health and safety offence  Civil action for health and safety offence  Prohibition / improvement notices for breaches of health and safety legislation | Pass/Fail | Pass/Fail |
| **6.3**  (a) | **Environmental Management**  Policy re: safe management of the environment | Pass/Fail | Pass/Fail |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question**  **No.** | **Section Headings and Sub-Headings** | Maximum Available Section Score | Weighting Within Sub-Heading |
| **6.4**  (a)  (b)  (c)  (d)  (e) | **Equal Opportunities**  Compliant policy  Findings of unlawful discrimination / harassment  Investigated by the Equality and Human Rights Commission  Complaints procedure  Equality awards | Pass/Fail | Pass/Fail |
|  |  |  |  |

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**5** **CRITERIA FOR ASSESSING TENDER RESPONSES**

Only those Bidders which pass the standard Selection Questionnaire (SQ), will have their tenders evaluated using this scheme.

| **Section Headings and Sub-Headings** | **Maximum Score Available** | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **Quality** | **80** | **80%** |
| 1. Service model and how it meets the specification | 12 | 12% |
| 1. Implementation plan and timetable | 16 | 16% |
| 1. Staffing arrangements | 8 | 8% |
| 1. Access to the service - nature and location | 8 | 8% |
| 5. Clinical and non-clinical governance | 12 | 12% |
| 6. Service delivery methods and treatment interventions | 8 | 8% |
| 7. Meeting needs of different client groups | 4 | 4% |
| 8. Partnerships & joint arrangements with other agencies | 8 | 8% |
| 9. Social Value criteria | 4 | 4% |
|  |  |  |
| Price criteria: |  |  |
| Staffing, training, accommodation, management, overheads, prescribing, other | **20** | 20% |
|  |  |  |
| **Total** | **100%** | **100%** |

**\*** Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price (See: 3.2 Price Scoring).

**6.** **INVITATION TO TENDER**

When completed, please return **one hard copy and a copy electronically saved on a CD or memory stick** of the response document (Document Four) to:

The Chief Executive, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP

To arrive by **no later than 12 noon on 16 June 2017**

***Please note that******no other identifying mark should appear on the envelope. Failure to observe this will mean the disqualification of the tender.***

7. CONTACTS

In the event of any queries or requests for further information arising from this tender, please contact:

[Contracts@rutland.gov.uk](mailto:Contracts@rutland.gov.uk) marked ‘Substance Misuse and Community Treatment Tender’ for the attention of Toni Bawden.

***Note that the Council cannot accept the return of completed tender responses by e-mail.***

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.

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