

**CONTRACT FOR THE PROVISION OF SPEECH AND LANGUAGE THERAPY AND
OCCUPATIONAL THERAPY FOR YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND
DISABILITIES (SEND) IN THE LONDON BOROUGH OF REDBRIDGE**

**FOR THE PERIOD:
1ST JUNE 2020 TO 31ST MAY 2023 WITH AN OPTION TO EXTEND FOR A FURTHER 12 MONTHS
UNTIL 31ST MAY 2024**

The Council of the London Borough of Redbridge ("the Authority") is seeking Tenders from suitably experienced and qualified organisations for the Contract for the Provision of speech and language therapy and occupational health for young people with special educational needs and disabilities (SEND) in the London Borough of Redbridge ("the Contract").

The Contract shall commence on 1st June 2020 and, subject to satisfactory performance, shall continue up to and including 31st May 2023 ("the Contract Period"). At the sole discretion of the Authority and subject to satisfactory performance of the Provider, the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum of one (1) year, providing a possible total Contract Period to midnight on 31st May 2024

The Contract is for the provision of speech and language therapy and occupational health for young people with special educational needs and disabilities (SEND) in the London Borough of Redbridge. The contract and service is to be divided into two separate lots as follows:

LOT ONE: Provision of speech and language therapy for young people with special educational needs and disabilities (SEND)

LOT TWO: Provision of occupational therapy for young people with special educational needs and disabilities (SEND)

The provision of speech and language therapy and occupational health for young people with special educational needs and disabilities (SEND) aims to:

Lot One:

- London Borough of Redbridge (LBR) will commission children's speech and language therapy services (SALT) to operate within a 'whole systems approach', delivered across the range of universal, targeted and specialist tiers.
- The speech and language therapy service will provide a transparent and consistent offer, where appropriate to all children, young people and families resident in Redbridge. This offer will be comprised of assessment, advice and review, management planning, training for parents and education staff, direct therapy provision where required and outcomes evaluation.
- The service will be required to deliver care that is evidence based and consistent with national and local policy, clinical guidelines and NHS Standards

Lot two:

- The aim of this tender is to outline the service expectations local commissioners wish to see provided by local specialist Occupational Therapy (OT) Services in support of the delivery of a comprehensive OT service to young people 0 to 25 years with an Education, Health and Care Plan (EHCP)

- The service is committed to commissioning high quality occupational therapy services across all Education settings, ensuring the requirements of the SEND Code Of Practice 2015 Meeting individual needs as identified via the EHCP assessment and review process.
- The Purchaser recognises that Occupational Therapy can help children overcome barriers to learning across educational settings and support improved access to learning.
- In order to ensure the delivery of optimal service quality and best value for money the Purchaser is inviting tenders for the provision of occupational therapy, in mainstream schools and other educational provisions.
- Service delivery model shall meet all statutory clinical requirements for OT's as defined in The Health and Care Professions Council (HCPC) standards and The National Institute for Health and Care Excellence (NICE) clinical guidance and the SEND Code of Practice 2015
- Service delivery model shall meet expectations of defined needs according to individual EHCPs. Service Pathway will include direct and indirect support. E.g. indirect support will include training in-situ for Education support staff

The maximum budget available for the Contract per annum is as follows:

LOT ONE: Provision of speech and language therapy for young people with special educational needs and disabilities (SEND) - £500,000.00

LOT TWO: Provision of occupational therapy for young people with special educational needs and disabilities (SEND) - £150,000.00

Those submitting a Tender shall be required to deliver all requirements of the Contract within this maximum budget. However, Tenders will be judged on value for money and the Contract may be awarded to an organisation submitting a lower priced Tender where quality of service is assured. Any Tenders submitted above the allocated budget will not be accepted.

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. 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 ONE: Provision of speech and language therapy for young people with special educational needs and disabilities (SEND). Minimum of five hundred thousand pounds (£500,000.00) annual turnover in each of the last two (2) years of trading.

LOT TWO: Provision of occupational therapy for young people with special educational needs and disabilities (SEND). Minimum of one hundred and fifty two thousand pounds (£152,000.00) 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:

- Technical Ability and Quality 100%; and
- Price Schedule assessed for value for money

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 ("TUPE") are likely to apply to this Contract. Organisations will be required to comply with their obligations under TUPE without additional cost to the Authority.

Contract Documents:

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender;
- Conditions of Contract (Volume A);
- Specification (Volume B);
- Tender Documents (Volume C); and
- The Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended) Staffing Details (Appendix 9).

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- 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 Documents;
- Then follow the guidance contained in the Instructions for Submission of a Tender;
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Instructions for Submission of a Tender and must be submitted by no later than **12:00 Hours (12:00 noon) on Monday 2nd March 2020.**

A Contract Notice in respect of this Contract was dispatched to the Office for the Official Journal of the European Union on Wednesday 29th January 2020.