

## Part B

### General Information and Specification

### Crisis Support Service for Somerset

**DN606429**

**Commercial and Procurement Team**

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# 1 Introduction and Background Information

## 1.1 Procurement Procedure

The Authority is conducting this procurement process in accordance with the Public Contracts Regulations 2015. This tender opportunity falls within Schedule 3 of the Regulations (Social and Other Specific Services) and is therefore being run under the Light Touch Regime.

At the conclusion of the Award stage, the intention is to award one Contract per Lot. Where there is more than one (1) Applicant in **1<sup>st</sup> (first)** place for each Lot the applicant awarded the highest score for question **3 (implementation)** will be awarded the contract.

## 1.2 Lots

This procurement opportunity is divided into two (2) lots as specified below. Applicants may bid for one or more lots:

Lot Number	Title
1	Bacon Drive (Residential)
2	Community Outreach Crisis Support

## 1.3 Contract Period

The Contract being offered is due to commence on:

4<sup>th</sup> December 2022 to 3<sup>rd</sup> December 2027

with the option to extend for: up to 5 further years to 3<sup>rd</sup> December 2032.

For avoidance of doubt, the maximum duration of this contract, including permitted extensions will be until 3<sup>rd</sup> December 2032.

## 1.4 Procurement Timetable

The key dates for this procurement process are currently anticipated to be as follows:

Procurement Stage	Dates
Publication of advertisement	13/06/2022

Procurement documents distributed to Applicants	13/06/2022
Supplier briefing/information session	20/06/2022
Clarification questions deadline	27/06/2022
Clarification responses to be issued by	30/06/2022
Bid Deadline	04/07/2022
Evaluation	04 – 13/07/2022
Intention to award	01/09/2022
Standstill period	02 – 12/09/2022
Contract start	04/12/2022

Please note that the above timescales are indicative; the Authority reserves the right to change the above timetable at any time, taking in to account the complexity of the Contract, subject always to the minimum timescales in the Regulations. In particular the Authority may in its absolute discretion extend the deadline for the receipt of Bids and in such circumstances the Authority will notify all Applicants of any change.

An information session for prospective bidders is being held via Microsoft Teams on **Monday 20<sup>th</sup> June at 11.00am**. A link to the meeting will be sent out via the e-Tendering portal messaging area to all suppliers who have expressed an interest in the project.

Attendance at the information session is not compulsory and non-attendance will not disadvantage any Applicants. Presentation slides and any notes from the event will be shared on the e-Tendering portal.

## 1.5 Authority Representatives

No person in the Authority's employ or other agent, except as so authorised by the Authority Authorised Officer or Procurement Representative, has any authority to make any representation or explanation to Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the successful Applicant or as to these instructions or as to any other matter or thing so as to bind the Authority.

## 1.6 Transfer of Undertaking of Employment (TUPE)

The Authority believes that the Transfer of Undertakings (Protection of Employment Regulations 2006 (TUPE) and/or the Acquired Rights Directive (ARD) may apply to this Contract. In brief this means that these affected employees, as defined by the incumbent contractor, must be offered the opportunity to transfer to the successful Contractor, on the same employment terms and conditions, liabilities and with full continuity of employment. The Applicant's attention is drawn to the requirements of the Pensions Act 2004 regarding pension protection when there is a TUPE transfer.

Applicants are advised to seek independent professional advice on the applicability of TUPE and/or ARD. Applicants are to form their own view as to whether TUPE and/or ARD apply before submitting Bids and must do so on the basis of the view they take.

The Authority has received certain information from the incumbent contractor/s (TUPE information) which may assist Applicants in drawing up their Bids. Details of the incumbent contractor/s are provided in Part B General Information and Specification of these Procurement Documents for your reference and it is the Applicants' responsibility to obtain information regarding TUPE implications from the incumbent contractor/s. However, the Authority offers no warranty as to the completeness or accuracy of the TUPE information and Applicants must carry out their own enquiries.

In order to receive this confidential TUPE information the Applicant must complete, sign and return Section 5 of Part C (Certificate of Confidentiality) of the Procurement Documents to the address provided for the Procurement Representative. On receipt of the signed and completed form (which must be received prior to the deadline for the receipt of the Bid), the Applicant will be sent the relevant TUPE information via the e-Tendering System.]

## **1.7 Buildings and Assets**

Bacon Drive, residential (Lot 1) property, is owned by Somerset West and Taunton Council and is leased to The Authority (as part of Local Government Reorganisation the property will belong to the same authority (Somerset Council) in April 2023). The Authority will continue to pay the rentals and other utilities/running costs for the duration of the contract.

A list of Items/services/provisions that the successful contractor will be responsible for are contained within Part D – Pricing schedule and described in the residential (Lot 1) specification.

## 2 Specification



Lot 1 - residential -  
specification.docx



Lot 2 - Outreach -  
specification.docx

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[service-model-291015.pdf \(england.nhs.uk\)](#)