

**CONTRACT FOR THE PROVISION OF SERVICES FOR ADULTS WITH SENSORY DISABILITIES IN  
THE LONDON BOROUGH OF REDBRIDGE**

**FOR THE PERIOD 1ST JUNE 2020 TO 31<sup>ST</sup> MAY 2023 WITH AN OPTION TO EXTEND FOR TWO 12  
MONTH PERIODS UNTIL 31<sup>ST</sup> MAY 2025**

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 services for adults with sensory disabilities 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 31<sup>st</sup> 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 two (2) years, providing a possible total Contract Period to midnight on 31<sup>st</sup> May 2025.

The Contract is for the provision of services for adults with sensory disabilities in the London Borough of Redbridge and aims to:

- Information, advice, guidance and signposting to help adults with sensory disabilities to make more informed choices;
- Assessments and Rehabilitation Therapy;
- Communication Support;
- Awareness Training Sessions;
- Provision of a drop- in service three (3) times per week;
- Promotion of the Service availability across a range of agencies to encourage wider take-up of the Services and to encourage partnership working;
- Flexible, short-term and focused support for adults with sensory disabilities to develop, achieve and maintain their independence;
- Support planning that has clear outcomes for the Service User;
- Maintain an up to date database of service users with sensory disabilities.

The maximum budget available for the Contract per annum is £188,000.00

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 at a

minimum of two hundred and fifty-six thousand pounds (£256,000.00) 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](http://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 Thursday 19<sup>th</sup> March 2020.**

A Contract Notice in respect of this Contract was dispatched to the Office for the Official Journal of the European Union on Tuesday 18<sup>th</sup> February 2020.