



## 1718-0173 Supported Living Services for Adults with Learning Disabilities

Islington Council invites suitable expressions of interest from suppliers for the provision of supported living services for adults with learning disabilities.

Islington Council is setting up a dynamic purchasing system (DPS) with suitably qualified and experienced suppliers to provide supported living services for adults with learning disabilities. The DPS is a completely electronic process. Details of how a contract will be procured using the DPS is explained within the procurement documentation.

The services that are procured will be monitored against a range of outcome based indicators which the suppliers will be expected to achieve. The details of these indicators will be included within the contract specification and the successful suppliers will need to demonstrate they have the capability and capacity to meet these requirements.

Islington Council and the local authorities named here are permitted to award contracts under the DPS. The other local authorities are: London Borough of Camden, London Borough of Haringey, London Borough of Enfield, and London Borough of Barnet.

### Current status

Islington Council needs to consider more flexible approaches to commissioning and procurement that help create a market which is more responsive to individual needs and to evolving commissioning intentions in order to meet the needs of a population that has higher expectations and increasingly complex needs, with budgets that are reducing.

The Care Act 2014 states that local authorities must shape the local market to offer people with care and support needs a diverse and vibrant range of provision, and commissioning and purchasing practices must facilitate a diverse range of services. This will ensure people have a real choice of services that can offer personalised solutions.

### The requirement

The expected outcomes for service users living in supported accommodation in Islington are:

- to be supported to maintain their tenancy
- to be able to live safely within their community, in the least restrictive setting
- to work towards maximising independence and reducing support needs
- to be equipped with the skills, knowledge and resilience to maintain optimum physical, mental and emotional health
- to be engaged in meaningful activity
- to have an income and manage their finances appropriately
- to have increased choice and control
- to be supported in a person-centred way and to be treated with dignity and respect

Support services will ensure the service users they work with:

- have maximum choice and control in all elements of their life and support (positive risk management approach)
- are supported to maintain and develop skills to manage their home as independently as possible

- are supported to work towards a reduction in support needs, where appropriate, and to move on to more independent living best suited to their needs
- have access to appropriate meaningful day activities, including exploring education, employment and training where appropriate
- are encouraged to be active participants in their local community and to engage in social and leisure activities
- have access to independent advocacy
- are supported to develop and maintain positive relationships with their network of friends, family and partners
- are supported in a way that is sensitive and responsive to their cultural, ethnic and religious needs
- are supported positively with regards any behaviour that may be challenging to services
- have support to manage their finances, including their personal budget / ISF where applicable
- are communicated with in a way that is accessible to them, taking a Total Communication Approach where appropriate. For example, this may include visual aids, use of Makaton (or equivalent).

In Islington, the individual support element of an individual's personal budget will be paid onto a pre-paid card as an Individual Service Fund (ISF). Further information is explained within the specification.

Suppliers who are admitted on the DPS may be invited to tender for contracts for individuals or for groups of individuals.

Contracts may, or may not require the supplier to provide accommodation. The requirements of each contract will be more clearly defined in the specific invitation to tender (ITT).

### **Lots**

Lot 1 Supported living for adults with learning disabilities

Lot 2 Specialist supported living for people with profound and multiple learning disabilities

Lot 3 Specialist supported living for people with learning disabilities and behaviour that challenges

Suppliers can apply for one or more lots.

All suppliers who apply for a lot and are successful at the selection stage will be admitted to that lot on the DPS. There is no limit to the number of suppliers that can join the DPS.

### **TUPE [Transfer of Undertakings (Protection of Employment) Regulations]**

Potential suppliers must be aware that TUPE may or may not apply to this service. Further details will be available in the specific ITT.

### **Period of validity of the DPS**

The DPS shall be valid for thirty six (36) months from the estimated start date of 1 April 2018 with an option to extend up to a further twenty four (24) months at the discretion of the council. However, contracts awarded using the DPS may extend beyond the sixty (60) month period of validity of the DPS.

### **Value of the contracts awarded under the DPS**

The estimated value of the services that may be awarded by Islington Council under the DPS is estimated at between £0 and £40m over the sixty (60) month period of validity. This figure is based on an estimated annual spend of up to £8m.

The allowed scope for the other named local authorities will be between £0 to £45m over the sixty (60) month period.

The total estimated value of services that may be awarded under this DPS by all the local authorities named in this contract notice is £0 to £85m over the sixty (60) month period.

Islington Council and the other named local authorities will be under no obligation to utilise the DPS. No guarantee is given towards volume or value of work under this DPS. All named local authorities may use other methods and/or systems for procuring contracts as appropriate.

### **Award criteria**

The contracts awarded under this DPS will be awarded to the Most Economically Advantageous Tender (MEAT) in accordance with the Public Contracts Regulations. MEAT for the contracts awarded under this DPS is quality 90% and cost 10%.

**Cost 10%**

**Quality 90%**

#### **Quality made up of:**

Proposed approach to delivery model for the core element of the service 30%

Proposed approach to providing a person-centred and co-produced service 30%

Proposed approach to key considerations and challenges 30%

**Total 100%**

Tenderers should be aware that we reserve the right to hold site visits and/or presentations and/or interviews during the procurement process. Site visits and/or presentations and/or interviews will be for verification/clarification purposes of the written submission.

We reserve the right to interview leading bidders.

### **Procurement Process**

This contract is over the Official Journal of the European Union (OJEU) threshold.

This procurement is being conducted in accordance with the Public Contracts Regulations (PCR) 2015. The procurement is subject to the light-touch regime under Section 7 Social and Other Specific Services. Under Regulation 76 the council is free to establish a procedure, provided that procedure is sufficient to ensure compliance with the principles of transparency and equal treatment of economic operators (suppliers).

This DPS is a two-stage process. First, is the initial setup stage. All requests to participate in the DPS must be made via the London Tenders Portal (ProContract). All suppliers that satisfy all the minimum requirements of the selection questionnaire (SQ) shall be admitted to the DPS.

The selection criteria will be assessed initially by written suitability assessment questions. All suppliers who satisfy the minimum requirements for the written questions will then be invited to give a presentation based on selection criteria stated in the procurement documents. The council will allow five (5) working days from the date of invitation to present for suppliers to prepare the presentation. Bidders who fail to satisfy the minimum requirements and are not successful in being admitted to the DPS will also be notified via the portal. Detailed feedback will be provided to unsuccessful suppliers once the council's evaluation of the selection stage has concluded. All suppliers that satisfy the minimum requirements for both the written questions and the presentation will be admitted to the DPS.

Individual contracts will be awarded during the second stage. In this stage, the authority will invite all suppliers admitted to the relevant lot within the DPS to bid for the specific contract. Further details regarding the process for awarding a contract will be set out in the ITT.

Islington Council will issue all ITT via the London Tenders Portal (ProContract). However, other local authorities permitted to award contracts under this DPS may use alternative electronic systems to issue ITTs. Therefore, in order to have access to all ITT, organisations may need to register on more than one electronic system. Details of the electronic systems used by other local authorities who may use this DPS will be included in the notification letter to be issued to organisations who are admitted on the DPS, and may change from time to time.

### How to express an interest

If you wish to apply to be part of this DPS please follow the steps below:

Register your company free of charge via the **London Tenders Portal**.

Link: <https://procontract.due-north.com>

Await acceptance. You will receive an email confirming your username and password.

Use your username and password to log into the London Tenders Portal and express your interest in **1718-0173 Supported Living Services for Adults with Learning Disabilities - Category 85000000**.

Shortly after you have expressed interest, you will receive a second email containing a link to access the SQ documents.

### Deadlines

The closing date for questions relating to this contract is: **Monday 22 January 2018 at 12 noon**.

The deadline for expressions of interest is: **Monday 5 February 2018 at 11.59am**.

The deadline for submission of SQ is: **Monday 5 February 2018 at 12 noon**.

Late submissions will not be accepted.

### Additional information

- Islington Council and its partners are committed to work towards a 'Fairer Islington', for more information see [www.islington.gov.uk](http://www.islington.gov.uk).
- Please **do not** include any publicity material with your submissions.

- Islington Council aims to provide equality of opportunity and welcomes applicants who meet the qualitative selection from black and minority ethnic communities and disabled groups.
  - The council encourages all types of organisation who meet the qualitative selection including Voluntary and Community Sector (VCS) organisations, Social Enterprises or not for profit enterprises and small to medium enterprises (SME) to tender.
  - Your submission will be marked in stages. Only applicants who meet the requirements at each stage will progress to the next stage. Further details will be contained in the tender documents.
  - Please include the Contract Number of this tender process when communicating with the council in any way.
  - All questions relating to this contract should be raised via the question and answer section of the relevant contract on the London Tenders Portal. Please do not contact any officer of the council directly.
  - Applicants are advised that all costs incurred either directly or indirectly in preparation, submission or otherwise related to this advertisement will be borne by them, and in no circumstances will the council be responsible for any such costs. Applicants are also advised that the council at its sole discretion acting reasonably and in good faith reserves the right to abandon the procurement at any stage prior to contract award.
  - As part of a commitment to transparency the council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful contractor should expect details of spend against the contract to appear on the council website [Islington Council: Council contracts](#). The council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation. What constitutes commercially sensitive information is a matter for the council's sole discretion. However, tenderers will be invited to identify information they consider to be commercially sensitive in their tender return and this will be taken into account in the council forming a view.
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