



Contract For: All Age Independent Advocacy Service and Children's and Young People Independent Visitor Service in the London Borough of Waltham Forest

Lot 1: All Age Independent Advocacy Services

Lot 2: Children's and Young People Independent Visitor Service

For the Period

1st October 2021 to 30th September 2024

The Council of the London Borough of Waltham Forest ("the Authority") is seeking Tenders from suitably experienced and qualified organisations for the Contract for: All Age Independent Advocacy Service and Children's and Young People Independent Visitor Service in the London Borough of Waltham Forest and Participating Authorities ("the Contract").

The Contract shall commence on 1st October 2021 and shall continue up to and including 30th September 2024 ("the Contract Period"). At the sole discretion of the Authority the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Contract Period to midnight on 30th September 2026.

The Contract is split into two (2) Lots as follows:-

Lot 1: All Age Independent Advocacy Service

This includes the following different types of advocacy:-

- Independent Care Act Advocacy (ICAA)
- Independent Mental Health Advocacy (IMHA)
- Independent Mental Capacity Advocacy (IMCA)
- Independent Health Complaints Advocacy (IHCA)
- Independent Advocacy for Children in Care (CIC), and care leavers between the of 5-25 years

Lot 2: Children's and Young People Independent Visitor Service.

An Independent Visitor (IV) service for Children in Care and Care Leavers between the ages of 5-18 years.

The Authority is seeking to award the Contract to a single lead provider who can deliver good quality, efficient advocacy services.

Organisations must tender for both Lots but are permitted to propose a model of delivery where the services relating to either Lot can be delivered in partnership with other providers. The Lead Provider will be responsible and accountable for the delivery of the service.

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. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in 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:

Minimum of £278,000 annual turnover in last 2 years

All organisations will be financially assessed as described in Appendix 3: SQ Explanatory Document that forms part of the Invitation to Tender documentation.

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:

- Quality 60%; and
- Price 40%

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

A Find a Tender Contract Notice in respect of this Contract was dispatched on Friday 16th July 2021.

Contract Documents:

The Contract Documents comprise of the following:

- Conditions of Contract. / Specification
- Invitation to Tender Documents

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.
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Invitation to Tender Instructions and must be submitted by no later than **12:00 Noon (12.00 pm) on Wednesday 18th August 2021.**