

FRAMEWORK AGREEMENT FOR SUPPORTED LIVING SERVICES FOR PEOPLE WITH NEEDS ARISING FROM LEARNING DISABILITY, AUTISM, MENTAL HEALTH, PHYSICAL AND SENSORY DISABILITY

BEHALF OF THE LONDON BOROUGH OF WALTHAM FOREST, WALTHAM FOREST CLINICAL COMMISSIONING GROUP, LONDON BOROUGH OF REDBRIDGE, LONDON BOROUGH OF ENFIELD AND LONDON BOROUGH OF HACKNEY

**FOR THE PERIOD:
21st December 2020 – 20th December 2024**

The Council of the London Borough of Waltham Forest ("the Authority") and Participating Authorities are seeking Tenders from suitably experienced and qualified organisations for the Framework Agreement for Supported Living Services for people with needs arising from Learning Disability, Autism, Mental Health, Physical and Sensory Disability.

The Framework shall commence on 21st December 2020 and shall continue up to and including 20th December 2024 ("the Contract Period").

The Framework aims to:

- To be supported to maintain their tenancy
- To be able to live safely within their community, in the least restrictive and most independent setting
- To be supported to gain 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 be enabled and supported to make informed decisions about their life
- To be supported in a person-centred way and to be treated with dignity and respect
- To be supported to manage anti-social or challenging behaviours
- To work towards maximising independence and reducing support needs
- To be able to move-on to more independent settings or General Needs housing where appropriate
- To be supported to increase community involvement and reduce isolation
- To be referred to other organisations for support with challenges out with the core specialism of the provider.

The Framework is divided into Four separate Lots as follows:

- **Lot 1:** People who have a Learning Disability, and/or Autism, and/or Mental Health and/or Physical/Sensory Disability who need lower level support with aspects of daily living.
- **Lot 2:** People who have a Learning Disability, and/or Autism, and/or Mental Health and/or Physical/Sensory Disability who need higher level support with most aspects of daily living.
- **Lot 3:** Supported Living for people with complex needs who require support with all aspect of daily living.
- **Lot 4:** The Provision of specified building/s and/or accommodation with care and support

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. The requested annual turnover must be achieved in each of the last two (2) years of trading. In this instance the Authority has set the following financial thresholds for the Contract:

- **Lot 1:** £123,000.00
- **Lot 2:** £187,000.00
- **Lot 3:** £76,000.00
- **Lot 4:** £111,000.00

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
- Price Schedule assessed for value for money (Lot One and Lot Two only)
- Social Value

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

Providers should note that an upper threshold against the hourly rate will be in place for Lot 1 and Lot 2. Providers should bid competitively in relation to the upper threshold. Prices shall not exceed the following:

- Lot 1: £17.55 an hour
- Lot 2: £19.48 an hour

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") will not apply to this Contract.

Contract Documents:

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender;
- Volume A: Conditions of Contract
- Volume B: Specification
- Appendix 1: Certificates
- Appendix 2: Certificates
- Appendix 3: SQ Explanatory Document
- Appendix 4: Selection Questionnaire
- Appendix 5: Award Criteria
- Appendix 6: Method Statements
- Appendix 7: Financial Submission
- Appendix 8: Additional Documents
- Appendix 9: Social Value Submission
- Appendix 10: Call off Procedure

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 Wednesday 16th September 2020.**

A Contract Notice in respect of this Contract was dispatched to the Office for the Official Journal of the European Union on Wednesday 12th August 2020.