

## **Porchlight**

Tender for the Provision of:

**Peer Support Services**

**in**

**Dover, Aylesham and surrounding areas**

**Folkestone, Hythe, New Romney and surrounding areas**

**as part of the**

**Community Mental Health and Wellbeing Service**

**(Live Well Kent)**

**Invitation to Tender**

*On behalf of*



*by*

**shaw trust**



## The Invitation to Tender ('ITT')

Porchlight is tendering for delivery partners to form part of our network to deliver peer support in South Kent Coast.

Responses to the ITT (Tender Submissions) are to be completed by email and returned to:

<b>Named Category Manager</b>	Fiona Tapley Development and Monitoring Manager
<b>Name of contracting authority</b>	Porchlight
<b>Contact e-mail address</b>	<a href="mailto:peersupport@porchlight.org.uk">peersupport@porchlight.org.uk</a>
<b>Postal address</b>	2nd Floor Watling Chambers 18-19 Watling Street Canterbury Kent CT1 2UA

The closing date for the return of Tender Submissions is **5pm on 2<sup>nd</sup> August 2021**. It is the responsibility of Bidders to ensure that their Tender Submission is submitted on time.

No information contained in this document ('ITT'), any other documents issued with the ITT or in any communication made between Porchlight and any Bidder in connection with this Procurement shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Procurement. Porchlight reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, this Procurement or to terminate this Procurement at any time. Under no circumstances shall Porchlight incur any liability in respect of this Procurement or any supporting documentation.

Direct or indirect canvassing of any employee or trustee of Porchlight by any Bidder concerning this Procurement, or any attempt to procure information from any employee of trustee of Porchlight concerning this Procurement may result in the disqualification of the relevant Bidder from consideration for the contract under this Procurement.

"You"/ "Your" or "Supplier" means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided**. The 'Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

## Overview of the Procurement Exercise

### Background

Porchlight (Live Well Kent and Medway strategic partner) are looking to commission one or more delivery partners to be part of Live Well Kent (LWK) to provide peer support services in:

- Dover and Aylesham and surrounding areas
- Folkestone, Hythe and New Romney and surrounding areas

Live Well Kent is a network of voluntary sector services working together to provide support to individuals to improve their mental health and wellbeing. It was launched in April 2016 in response to feedback from key stakeholders, including the voluntary sector and those using mental health services. The ambition was for a more much joined-up response from services, and a better understanding of the difference those services were having. Now in its sixth year, with a further year of funding, Live Well Kent is a highly successful service within the mental health pathway.

Porchlight would like to invite suitable organisations to apply. Providers can bid for one or both areas.

The contract will run from 1 October 2021 to 31 March 2023 and provision may be required to be adapted in collaboration and with support from Porchlight.

## Instructions to Applicants

- These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact the Porchlight Development and Monitoring Manager (details above) if you have any doubts as to what is required or you have difficulty in providing the information requested.
  - Applicants should read the Invitation to Tender Letter, Service Specification and any subsequent documents that may have been supplied before answering any questions.
  - To enable Porchlight to assess your organisation's suitability to become a Supplier, it requires all the information outlined in this Invitation to Tender and Specification.
  - Please stick to the word counts indicated in the Tender Questionnaire.
  - Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the Tenderer to ensure that their tender is delivered no later than the appointed time.
  - By issuing this invitation to tender, Porchlight is not bound in any way and is not obliged to accept any tender.
  - Porchlight reserve the right to accept a portion of any tender, unless the Tenderer expressly stipulates otherwise in their tender. Canvassing will result in disqualification.
  - Offering an inducement of any kind in relation to obtaining this or any other contract with Porchlight will disqualify your tender from being considered.
  - In the event of questions being posed to clarify requirements, Porchlight will share those questions together with Porchlight's response to all suppliers invited to the tender. The originator of the question will remain anonymous to the other suppliers.
  - Pre-tender negotiations will not be entered into.
  - Please note the following requirements, you must not:
    - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
    - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.
- Failure to comply with these conditions may disqualify your tender.**
- You will not be entitled to claim from Porchlight any costs or expenses which you may incur preparing your tender whether or not your tender is successful.

- Following the award of contract, debriefing will be available to unsuccessful tenderers on request.
- The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the economically most advantageous tender. Details of the evaluation methodology are detailed below and in the tender questionnaire.
- All sections must be completed, but if any section is not applicable it must be stated so by entering a “N/A” in the relevant box.
- Due to the intensive evaluation process Porchlight requires tenders to remain valid for a period specified in the timetable below.
- Whilst every endeavour has been made to give tenderers an accurate description of Porchlight requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.
- Any information and/or documents submitted in response to this tender must relate to the applicant only. The applicant is the organisation, which it is proposed will enter into a formal contract with Porchlight if awarded the contract.
- Any alterations to the Invitation to Tender and Specification documents will automatically disqualify your tender.
- **Applicants are to complete both sections of the Tender Questionnaire as well as completing Appendix 1 – LWK Peer Service Budget and Salary Breakdown.**
- **You must pass all responses in the Tender Questionnaire section 1 and Appendix 1 to be taken forward to section 2 of the Tender Questionnaire which will assess your capability relevant to this service.**

**Failure to complete the Invitation to Tender and Specification in full or to provide any of the documents requested may result in your tender being rejected.**

If you have any questions about completing the Invitation to tender and Specification please contact Fiona Tapley (Development and Monitoring Manager) at:-

Porchlight  
2nd Floor Watling Chambers  
18-19 Watling Street  
Canterbury  
Kent  
CT1 2UA

Email: [peersupport@porchlight.org.uk](mailto:peersupport@porchlight.org.uk)

**The completed invitation to tender and specification, and supporting documentation must be returned by email to: [peersupport@porchlight.org.uk](mailto:peersupport@porchlight.org.uk)**

If there are any significant changes to the information that you have supplied in this Invitation to Tender and Specification after it has been submitted you must let Porchlight know in writing as soon as possible and before the closing date for submission of tenders. You should also note that financial evaluations will be made based on the information and records submitted to Porchlight.

The required documents must be submitted by 5pm on 2<sup>nd</sup> August 2021. Late Tenders will **NOT** be considered.

### Timetable

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	5 <sup>th</sup> July 2021
Deadline for clarification questions ( <b>Clarification Deadline</b> )	16 <sup>th</sup> July 2021
Porchlight to respond to clarification questions	23 <sup>rd</sup> July 2021
Deadline for submission of ITT responses by potential suppliers ( <b>Tender Response Deadline</b> )	2 <sup>nd</sup> August 2021
Award decision letters issued	20 <sup>th</sup> August 2021
Contract start date	1 <sup>st</sup> October 2021

### Evaluation Process

Tender Questionnaire Question	Assessment Type	Scoring methodology
Section 1.1 - Potential Supplier information	For information only	Not assessed, but must be completed to pass initial compliance check
Section 1.2 - Grounds for Mandatory Exclusion	Pass / Fail	If you answer "Yes" in relation to mandatory exclusion criteria, your application will be failed.
Section 1.3 and 1.4 - Grounds for Discretionary Exclusion	Pass / Fail	Your application may be failed on the basis that your company's position poses an unacceptable risk for Porchlight.
Section 1.5 - Economic and Financial Standing	Pass / Fail	Your application may be failed on the basis that your company's position poses an unacceptable risk for Porchlight. Please note, Porchlight may use third-party credit check agencies when assessing financial suitability of applicants.
Section 1.6 - Technical and Professional Ability	Pass/Fail	To pass your organisation must be able to provide 2 references, or explain why they cannot. Porchlight reserves the right to reject a tender based on unsatisfactory reference checks.
Section 1.7A - Insurance	Pass / Fail	If the bidder does not have, or does not indicate willingness to obtain, suitable

		insurance, Porchlight has the right to reject the submission.
Section 1.7B – Compliance with Equality Legislation	Pass/Fail	Porchlight will “Fail” bids which do not have existing policies or do not agree to implement them before contract commencement.
Section 1.7C – Health and Safety	Pass/Fail	Porchlight will “Fail” bids which do not have existing policies or do not agree to implement them before contract commencement.
Section 1.7D – Security and Continuity Management	Pass/Fail	Porchlight will “Fail” bids which do not have existing policies and/or do not sign the declaration to adhere to the Confidentiality & Information Security Statement or do not agree to implement policies before contract commencement.
Section 1.7E - Safeguarding	Pass/Fail	Porchlight will “Fail” bids which do not have existing policies and/or do not respond adequately to the question regarding how these will be implemented for the service.
Appendix 2 - LWKM Service Budget and Salary Breakdown	Evaluation Panel	Porchlight will “Fail” bids which have not adhered to the specification in their budget or are not deemed to have presented a budget that can realistically deliver the service.
Section 2 - Project Specific Questions to assess Quality and Capability	Evaluation Panel	Please see Appendix 1 for scoring methodology and evaluation criteria

## Price evaluation

**The maximum value of the contract is £48,000 per annum.** This is divided up as follows:

1. Peer support Dover, Aylesham and surrounding areas £24,000
2. Peer support Folkestone, Hythe, New Romney and surrounding areas £24,000

Bidders can bid for one or both areas.

The score for Price (30% of total) will be awarded based on **the bid integrity** of each Tender Submission. This will be scored according to how it supports the Bidder's written offer and model of service delivery and will incorporate the unit price (i.e., total price divided by number of people supported). We recognise that unit costs will vary depending on type of intervention.

Scores will be awarded according to the scoring matrix below, such that a score of 4 will equate to the full available 15%, 3 will equate to 10% and 2 to 5%. Any score of 1 or below will be recorded as a ‘Fail’ and the Tender Submission will be rejected and receive no further evaluation.



Score	Definition
4 – Excellent	Response is completely relevant and provides an excellent understanding of the requirement and proposed service model. The response is comprehensive and clearly matches all resources required to deliver the service model as outlined in the Bidder’s written responses.
3 – Good	Response is relevant and good. It demonstrates a good understanding of the requirement and of the proposed service model and matches the resources required to deliver the service model as outlined in the Bidder’s written responses.
2 – Satisfactory	Response is relevant and acceptable and demonstrates an understanding of the requirement. The response matches the key resources required to deliver the service model as outlined in the Bidder’s written responses, with few omissions or areas for concern.
1 – Poor (Fail)	Response is partially relevant but lacks sufficient understanding of the requirement. The response matches some of the resources required to deliver the service model as outlined in the Bidder’s written responses, but fails to underpin the model effectively, leaving significant concerns. Does not demonstrate a sustainable financial offer through the life of the contract.
0 – Unacceptable (Fail)	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. Does not demonstrate an understanding of the need or the required resource to deliver the proposed service model. Does not demonstrate a sustainable financial offer through the life of the contract.

Tender submissions will be evaluated based on the following stages:

**A. Compliance** - When evaluating Tender Submissions received, Porchlight will check them to ensure that they:

- comply with all instructions;
- do not contain any qualifications or conditions;
- are clear and comprehensive; and
- are valid and complete.

Tender Submissions that are not complete will be eliminated and not considered further except, at Porchlight's sole discretion, in the case of minor omissions that can be rectified in accordance with any reasonable request made by Porchlight.

The Pre-Qualification Questionnaire (PQQ) in the Tender Questionnaire has been designed to assess the suitability of a Supplier to deliver Porchlight's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

The award stage consists of the completion of section 2 - Project Specific Questions to assess Technical and Professional Ability. Please see tender questionnaire for the scoring and weighting of these responses.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.

Please ensure that appendix 1 – Service Budget and Salary Breakdown is also completed and returned as this is needed to assess your suitability for our contract requirements.

All other requested documents in the PQQ need to be returned by emails alongside your application.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of the tender questionnaire.

### **Verification of Information Provided**

Whilst reserving the right to request information at any time throughout the procurement process, Porchlight may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 1.6 of this PQQ relating to Technical and Professional Ability) Porchlight may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

### **Sub-contracting arrangements**

Sub-contracting arrangements will not be considered for this service.

### **Consortia arrangements**

We will not consider tenders from consortia from this work.

### **Confidentiality**

When providing details of contracts in answering section 6 of the PQQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

Porchlight reserves the right to contact the named customer contact in section 1.6 regarding the contracts included in section 1.6. The named customer contact does not owe Porchlight any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

Porchlight confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.