

United Kingdom-Caerphilly: Business development consultancy services

OJ S 9/2016 14/01/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Wales Co-operative Centre

Postal address: Y Borth, 13 Beddau Way

Town: Caerphilly

Postal code: CF83 2AX

Country: United Kingdom

Contact person: Social Business Wales

For the attention of: Pauline Arnold

Telephone: +44 3001115050

Fax: +44 3001115051

Internet address(es):General address of the contracting authority: www.walescooperative.orgAddress of the buyer profile: http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0857Electronic access to information: www.sell2wales.gov.uk**Additional information can be obtained from:**

Official name: Wales Co-operative Centre

Postal address: Y Borth, 13 Beddau Way

Town: Caerphilly

Postal code: CF83 2AX

Country: United Kingdom

Contact person: Social Business Wales

For the attention of: Pauline Arnold

E-mail: sbworganisationaldevelopment@wales.coop

Telephone: +44 3001115050

Fax: +44 3001115051

Internet address: www.walescooperative.org**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Wales Co-operative Centre

Postal address: Y Borth, 13 Beddau Way

Town: Caerphilly

Postal code: CF83 2AX

Country: United Kingdom

Contact person: Social Business Wales

For the attention of: Pauline Arnold

E-mail: sbworganisationaldevelopment@wales.coop

Telephone: +44 3001115050

Fax: +44 3001115051

Internet address: www.walescooperative.org

Tenders or requests to participate must be submitted: Official name: Wales Co-operative Centre
Postal address: Y Borth, 13 Beddau Way
Town: Caerphilly
Postal code: CF83 2AX
Country: United Kingdom
Contact person: Social Business Wales
For the attention of: Pauline Arnold
Telephone: +44 3001115050
Fax: +44 3001115051
Internet address: www.walescooperative.org

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Economic and financial affairs

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

The Provision of Organisational Development Support Services to the Wales Co-operative Centre.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Wales.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 3

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 000 000 GBP

II.1.5. Short description of the contract or purchase(s)

The Centre requires the services of organisations to provide specialist consultancy services to the Centre and Social Businesses who wish to grow. Depending on future funding the Centre may also require organisations to provide some specialist consultancy services to new start social businesses, social care co-operatives and housing co-operatives.

On the basis of this tender proposal, one or more organisations will be added to a Framework Agreement for consultancy services. The Centre requires organisations to provide specialist organisational development consultancy and training.

A key aspect of the Service will be to support the Centre and its clients to enable them to improve their business activity, providing specialist knowledge and skills that would not be available through mainstream business support.

The Framework Agreement and Service provision will commence 1.4.2016 and will run until 31.3.2019 in the first instance, subject to continued EU and Welsh Government funding. Any extension beyond this will be dependant on the Centre securing future funding and/or the requirements within those programmes. Any extension will be subject to approval by the Centre.

Note: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at http://www.sell2wales.gov.uk/Search/Search_Switch.aspx?ID=39417

II.1.6. CPV code(s)

79411100 Business development consultancy services, 79400000 Business and management consultancy and related services, 79410000 Business and management consultancy services, 72221000 Business analysis consultancy services, 73220000 Development consultancy services, 66171000 Financial consultancy services, 79411000 General management consultancy services, 79221000 Tax consultancy services, 79414000 Human resources management consultancy services, 79413000 Marketing management consultancy services, 79412000 Financial management consultancy services, 80510000 Specialist training services, 79100000 Legal services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 1 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: This Framework Agreement and Service provision will commence 1.4.2016 and will run until 31.3.2019 in the first instance, subject to continued EU and Welsh Government funding. Any extension beyond this will be dependant on the Centre securing future funding and/or the requirements within those programmes. Any extension will be subject to approval by the Centre.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Information about lots

Lot No: 2

Lot title: Financial Forecasting, Review and Assessment

1)

Short description

ACCA, AAT or CIMA Membership. Extensive experience of drafting financial projections and advising businesses.

2) CPV code(s)

79400000 Business and management consultancy and related services, 66171000 Financial consultancy services

3) Quantity or scope

10.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 3

Lot title: Governance

1) Short description

Experience of advising clients on effective governance appropriate to the social business sector.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

5.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 4

Lot title: Strategic Planning, Analysis and Visioning

1) Short description

Experience of working with clients to develop clear organisational strategies and experience of facilitating group strategic planning sessions.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

6.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 5

Lot title: Accounting Services

1) Short description

CCAB qualified. Extensive experience of advising businesses in areas such as: corporation tax; VAT; company valuations; financial planning and critically reviewing financial information; access to finance to support employee buy-outs and other social business investment needs; forensic analysis of management accounts; and company restructuring.

2) CPV code(s)

79400000 Business and management consultancy and related services, 66171000 Financial consultancy services

3) Quantity or scope

3.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Marketing, e-Marketing and Social Media

1) Short description

Chartered Institute of Marketing (CIM). Extensive experience of writing and implementing marketing plans, strategies, market research and advising businesses.

Also experience in advising businesses in areas such as: branding, pay per click; affiliate marketing; use of banners; use of different social media applications; web design; search engine optimisation; online marketing strategy development; e-commerce; hosting; smart phone applications and site accessibility (to WAI 2.0 standard 'A' as a minimum).

2) CPV code(s)

79400000 Business and management consultancy and related services, 79413000 Marketing management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Human Resource Services

1) Short description

Chartered Institute of Personnel Development (CIPD). Extensive experience of analysing and writing relevant policies, procedures and employment documents and advising business in all areas of HR including Equality and Diversity policies).

Also experience of assisting organisations to implement said policies and procedures.

2) CPV code(s)

79414000 Human resources management consultancy services

3) Quantity or scope

3.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 8

Lot title: Social Auditing

1) Short description

Experience of advising companies with regards to the different models of social auditing.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

3.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 1

Lot title: Business Advice and Planning

1) Short description

Extensive experience of advising businesses as well as writing and supporting the business planning process.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

10.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 9

Lot title: Sustainable Development

1) Short description

Extensive experience of supporting clients to develop or improve a sustainable development strategy including environmental policy, actions plans and Eco-code.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

3.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 10

Lot title: Business Planning for Sustainability

1) Short description

Extensive experience of designing and delivering business planning learning and development interventions.

2) CPV code(s)

79400000 Business and management consultancy and related services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 11

Lot title: Financial Planning and Management

1) Short description

Extensive experience of designing and delivering financial planning learning and development interventions.

ACCA, AAT or CIMA Membership.

2) CPV code(s)

79400000 Business and management consultancy and related services, 66171000 Financial consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 12

Lot title: Marketing including e-Marketing and Social Media

1) Short description

Extensive experience of designing and delivering marketing including e-marketing and social media learning and development interventions. In areas such as: branding, pay per click; affiliate marketing; use of banners; use of different social media applications; web design; search engine optimisation; online marketing strategy development; e-commerce; hosting; smart phone applications and site accessibility (to WAI 2.0 standard 'A' as a minimum) Chartered. Institute of Marketing (CIM) Membership.

2) CPV code(s)

79400000 Business and management consultancy and related services, 79413000 Marketing management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 13

Lot title: HR including Employment Law

1) Short description

Extensive experience of designing and delivering HR and Employment Law learning and development interventions. Including sessions on adopting and improving relevant policies and procedures including Equality and Diversity policies.

Membership of the Chartered Institute of Personnel Development (CIPD).

2) CPV code(s)

79410000 Business and management consultancy services, 79414000 Human resources management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 14

Lot title: Governance

1) Short description

Extensive experience of designing and delivering governance learning and development interventions.

2) CPV code(s)

79410000 Business and management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 15

Lot title: Strategic Planning, Analysis and Visioning

1) Short description

Experience of working with clients to develop clear organisational strategies and experience of facilitating group strategic planning sessions.

2) CPV code(s)

79410000 Business and management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 16

Lot title: Social Auditing

1) Short description

Extensive experience of designing and delivering learning and development interventions on social auditing.

2) CPV code(s)

79410000 Business and management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 17

Lot title: Sustainable Development

1) Short description

Extensive experience of designing and delivering learning and development interventions that

will prepare clients to develop or improve a sustainable development strategy including environmental policy, actions plans and Eco- code.

2) CPV code(s)

79410000 Business and management consultancy services

3) Quantity or scope

5.

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

III.2.3. Technical and professional ability

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

ITTWCC 0416

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

26.2.2016 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: Social Business Wales.

VI.3. Additional information

(WA Ref:39417).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

13.1.2016