

United Kingdom-Birmingham: Guidance services

OJ S 12/2014 17/01/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Staffordshire and West Midlands Probation Trust

Postal address: 5 St Phillips Place, Colmore Row

Town: Birmingham

Postal code: B3 2PW

Country: United Kingdom

For the attention of: Mandy Horne

E-mail: mandy.horne@swm.probation.gsi.gov.uk

Telephone: +44 1212486666

Internet address(es):General address of the contracting authority: www.swmprobation.gov.ukAddress of the buyer profile: www.staffordshire.gov.uk/business/procurement/etendering/**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Public order and safety

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**

Provision of an Offender Debt Advice Service.

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

Services

Service category No 27: Other services

NUTS code UKG West Midlands (England)

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

The provision of an offender debt advice service is required to be delivered on behalf of the Staffordshire and West Midlands Probation Trust (SWMPT) for a period of 24 months, with an option to extend for a further 12 months. The aim of the service will be to reduce the incidence and impact of debt amongst offenders and to enable as many individuals as possible to achieve financial stability and an improvement in their ability to manage income, contributing to improved life skills and attitudes and a reduction in their risk of reoffending. The Provider will deliver finance, benefit and debt advice services for offenders. The Provider must have a Consumer Credit Licence to provide this service.

This project replaces a previous tender process that has been cancelled.

Staffordshire County Council is acting on behalf of SWMPT for the purposes of assisting with the Procurement only. The ultimate Contracting Authority is SWMPT.

II.1.6. CPV code(s)

85312310 Guidance services, 75231200 Services related to the detention or rehabilitation of criminals, 75310000 Benefit services, 75231240 Probation services

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

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

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This project replaces a previous tender process that has been cancelled.

Staffordshire County Council is acting on behalf of SWMPT for the purposes of assisting with the Procurement only. The ultimate Contracting Authority is SWMPT.

II.2.2. Information about options

Options: yes

Description of options: One 12 month extension may be exercised from 1.7.2016 to 30.6.2017. This will be at the sole discretion of SWMPT.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

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

Payments may be made following acceptance by the banking agents of the Probation Trust.

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

No special legal form is required by the grouping of providers but each provider will be required to become jointly or severally responsible for the contract before acceptance.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The Provider must have a Consumer Credit Licence to provide this service.

III.2. Conditions for participation

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

III.2.2. Economic and financial ability

List and brief description of conditions: The applicant must meet the minimum set standards of economic and financial standing to service the term and value of the contract.

Financial checks will be undertaken for economic operators using one or more of the Councils current financial assessors, n2check (www.n2check.com), Dun & Bradstreet (www.dnb.co.uk), Experian (www.experian.co.uk). Economic operators will be assessed according to the level of risk stipulated by the financial assessors used. Any economic operator being given an Above Average/higher than Average Risk rating or poorer, by one or more of the assessors used, may be rejected.

Note

1. It is the responsibility of the economic operator to ensure that the appropriate accounts have been filed and that the credit information held is correct.
2. Should economic operators wish other financial information to be taken into account to support the economic and financial check this should be submitted with the response to the ITT. SCC reserves the right to request further financial information and to take this into account where necessary in addition to the level of risk stipulated by the financial assessors.
3. For sole traders/partnerships where third party financial assessments are not available the assessment will be undertaken using a financial spreadsheet detailing trading account data for the last three years.

Minimum level(s) of standards possibly required: The organisation should hold as a minimum the following insurance levels or be able to provide with their response, a written statement advising that should they be awarded the contract they will have the required levels of insurance in place for the commencement of the contract.

Public Liability GBP 6 000 000

Employers Liability GBP 10 000 000

Professional Indemnity GBP 2 000 000.

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

Execution of the service is reserved to a particular profession: no

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: no

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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

PC495

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2013/S 226-393618](#) of 21.11.2013

Other previous publications

Notice number in the OJ S: [2013/S 88-149834](#) of 7.5.2013

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

Time limit for receipt of requests for documents or for accessing documents: 11.2.2014 - 12:00

Payable documents: no

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

11.2.2014 - 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 days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 11.2.2014 - 12:00

Place:

SCC Offices.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Limited to Members of County Council staff.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

This is an electronic tender. All requests for information to be sent through the electronic tendering portal and messaging facility on the Proactis electronic tendering system. How to register: -

1. Instructions at <http://www.staffordshire.gov.uk/business/procurement/etendering/>
2. Follow the link to Proactis E-Tendering (<http://www.staffordshire.alito.co.uk>). On the main page click SUPPLIERS then (new user) REGISTER links.
3. Complete the self-registration questions and click the Register button.
4. You will receive a confirmation e-mail with an authentication link (this email may find its way to your trash/junk email account, so please check).
5. Confirm the authentication and then login into Proactis SUPPLIERS-side.
6. Search the bulletin board for the tender(s) using key words, search criteria etc.
7. Once found, click on the (blue) contract title to register interest against an active tender.
8. Click the REGISTER button and then CONTINUE.
9. The tender will now be in the MY TENDERS profile area on the main menu.
10. Find the READ ME FIRST document and continue with managing the tender.

If you require urgent assistance regarding the initial usage of the eTendering package please contact the Contracting Authority point-of-contact in Section I.1 of this notice. On failure to reach this contact, please immediately email the nature of the difficulty to sp@staffordshire.gov.uk

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Staffordshire and West Midlands Probation Trust
Postal address: 5 St Phillips Place
Town: Birmingham
Postal code: B3 2PW
Country: United Kingdom
E-mail: stephen.gill@swm.probation.gsi.gov.uk
Fax: +44 1216341411

Body responsible for mediation procedures

Official name: Staffordshire and West Midlands Probation Trust
Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 calendar day standstill period (or 15 days where non-electronic or fax methods are used) at the point that an award decision notice is communicated to tenderers. The award decision notice will specify the criteria for the award of the contract /framework agreement, the reasons for the decision, including the characteristics and relative advantages, the name and score of the successful tender and will specify when the standstill period is expected to end or the date before which the contracting authority will not conclude the contract/framework agreement. If an appeal regarding the award of a contract/framework agreement has not been successfully resolved, the Public Contracts (Amendment) Regulations 2009 provide for aggrieved parties who have been harmed or are at risk of a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). The Court may order the setting aside of the award decision or may order the Contracting Authority to amend any document and may award damages. If a framework agreement has been entered into the Court may make a declaration of ineffectiveness or may order that the duration of any relevant specific contract be shortened and additionally may award damages. The time limit for seeking such a declaration is generally 30 days from notification of the award (either by award decision notification or contract award notice depending upon the circumstances) or otherwise 6 months.

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

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Country: United Kingdom
E-mail: stephen.gill@swm.probation.gsi.gov.uk
Fax: +44 1216341411

VI.5. Date of dispatch of this notice

15.1.2014