

**United Kingdom-Nottingham: Provision of services to the community**

OJ S 68/2014 05/04/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: East Midlands Strategic Commercial Unit  
Postal address: Force Headquarters, Sherwood Lodge, Arnold  
Town: Nottingham  
Postal code: NG5 8PP  
Country: United Kingdom  
For the attention of: Ms Lorraine Worthington-Allen  
E-mail: [lorraine.worthington-allen@emscu.pnn.police.uk](mailto:lorraine.worthington-allen@emscu.pnn.police.uk)  
Telephone: +44 1159672310

**Internet address(es):**

General address of the contracting authority: [www.bluelight.gov.uk](http://www.bluelight.gov.uk)  
Address of the buyer profile: [www.bluelight.gov.uk](http://www.bluelight.gov.uk)

**Additional information can be obtained from:**

Official name: Victim and Witness Services Northamptonshire  
Postal address: All correspondance to be submitted via [www.bluelight.gov.uk](http://www.bluelight.gov.uk) ref: 9HSH-BLQDXF

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

Official name: Victim and Witness Services Northamptonshire  
Postal address: All correspondance to be submitted via [www.bluelight.gov.uk](http://www.bluelight.gov.uk) ref: 9HSH-BLQDXF

**Tenders or requests to participate must be submitted:** Official name: Victim and Witness Services Northamptonshire  
Postal address: All correspondance to be submitted via [www.bluelight.gov.uk](http://www.bluelight.gov.uk) ref: 9HSH-BLQDXF

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Victim and Witness Services Northamptonshire

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

Services

Service category No 27: Other services

Main site or place of performance: Northamptonshire

NUTS code UKF East 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 Office of the Northamptonshire Police and Crime Commissioner wish to appoint a single provider to provide Victim and Witness Services to Northamptonshire.

The provision of services for victims and witnesses in Northamptonshire spans across a variety of agencies and contracts, including police provision of witness care and some domestic abuse services, nationally provided services such as Victim Support and Rape Crisis and a variety of organisations in the voluntary, community and faith sector.

In January 2012 the Ministry of Justice (MoJ) published a consultation paper entitled "Getting it right for victims and witnesses" which outlined proposals for the future delivery of victim and witness services across the country.

One particular aspect contained within the document was the proposal that responsibility for the delivery of services would reside at a local level under a commissioning framework to be defined by the newly appointed Police and Crime Commission.

The Office of the Northamptonshire Police and Crime Commission (OPCC) are building upon this key recommendation. As part of the Police and Crime Plan created in March 2013, the OPCC have included a strand entitled "Putting Victims First" which articulates how it will improve the services offered to Victims and Witnesses.

In conjunction with the MoJ, the OPCC have agreed to become an "early adopter" of the service and as such are working towards an implementation date of 1st October 2014 for the new Victim and Witness Service to come on line.

### **II.1.6. CPV code(s)**

75200000 Provision of services to the community, 85323000 Community health services, 98000000 Other community, social and personal services, 98133100 Civic betterment and community facility support 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: yes

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The provider must provide the following:

— An IT Case Management system capable of interfacing electronically with other Criminal Justice agencies and Victim and Witness service providers as described previously in the document.

- It must be able to record and manage cases securely with appropriate access rights granted to view, edit and amend cases by users.
  - It must be capable of providing management reporting and management information of sufficient granularity to provide useful and meaningful data for analytical and performance monitoring purposes
  - A telephone service which will receive calls from a variety of referral methods and provides a telephone service as described in the Required Outputs section.
  - A face-to-face service which will deliver emotional support services as described in the Required Outputs section.
  - An 'attendance at court' case management service.
  - A service which actively recruits, employs and up-skills volunteers to provide services.
  - Effective training and development of all staff and volunteers to enable them to carry out the role in an effective manner.
- In addition to the above, we have further requirements that we expect the provider to aspire to throughout the term of the contract, and the OPCC will work with the provider to develop over time, through the research and improvement branch of work. Below is a list which again, is not exhaustive and we would expect the provider to identify other requirements throughout the term of the contract, based on robust information and data collected from victims:
- Opportunities for victims and witnesses to participate in restorative justice activities which require the creation of or interaction with a service / process
  - Development of counselling skills within the service
  - Development of specialist skills such as dealing with bereavement

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

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

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

## **Section III: Legal, economic, financial and technical information**

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### **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**

### **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: Any supplier may be disqualified who:

(a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws

and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order compulsory winding up the administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) has been guilty of grave professional misconduct proven by any means which the contract authorities can demonstrate;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;

(h) has been the subject of a conviction for participation in a criminal organization, as defined in Article 2(1) of Council Joint Action 98/733/JHA;

(i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;

(j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

(k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

Information and formalities necessary for evaluating if requirements are met:

see ITT for details

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met:

see ITT for details

Minimum level(s) of standards possibly required: see ITT for details

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Information and formalities necessary for evaluating if requirements are met:

see ITT for details

Minimum level(s) of standards possibly required:

see ITT for details

### **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**

## **Section IV: Procedure**

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### **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**

SOR1000164

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **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: 22.4.2014 - 12:00

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

7.5.2014 - 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: 60 (from the date stated for receipt of tender)

##### **IV.3.8. Conditions for opening of tenders**

Date: 7.5.2014 - 12:00

#### **Section VI: Complementary information**

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##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

##### **VI.2. Information about European Union funds**

##### **VI.3. Additional information**

##### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: East Midlands Strategic Commercial Unit  
Postal address: Nottinghamshire Police Headquarters Sherwood Lodge Arnold  
Town: Nottingham  
Postal code: NG5 8PP  
Country: United Kingdom  
E-mail: [lorraine.worthington-allen@emscu.pnn.police.uk](mailto:lorraine.worthington-allen@emscu.pnn.police.uk)  
Telephone: +44 1159672310

**Body responsible for mediation procedures**

Official name: Jayne Christer  
Postal address: Nottinghamshire Police Headquarters Sherwood Lodge Arnold  
Town: Nottingham  
Postal code: NG5 8PP  
Country: United Kingdom  
Telephone: +44 1159672310

**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**

2.4.2014