

United Kingdom-London: Business services: law, marketing, consulting, recruitment, printing and security

OJ S 64/2017 31/03/2017

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: National Heritage Memorial Fund

Postal address: 7 Holbein Place, null

Town: London

NUTS code: UK United Kingdom

Postal code: SW1W 8NR

Country: United Kingdom

Contact person: Yumna Zain

E-mail: ROSS2018@hlf.org.uk

Telephone: +44 2075916023

Internet address(es):

Main address: www.hlf.org.uk

I.2. Information about joint procurement

The contract is awarded by a central purchasing body

I.3. Communication

Access to the procurement documents is restricted. Further information can be obtained at:

www.delta-esourcing.com

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.delta-esourcing.com

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

Recreation, culture and religion

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

National Heritage Memorial Fund — Register of Support Services 2018 to 2022 — Business Development and Management Consultancy Services.

Reference number: HLF/Finance/0195

II.1.2.

Main CPV code

79000000 Business services: law, marketing, consulting, recruitment, printing and security

II.1.3. Type of contract

Services

II.1.4. Short description

Consultants must be appropriately qualified and experienced, willing to engage with applicants and grantees to guide them towards achieving best practice.

Consultants must demonstrate continuous professional development through membership of an appropriate professional body and experience of working with clients from a range of different sectors.

We are seeking to recruit up to 50 individuals who can work across the UK.

Their experience should cover the following:

- Governance — Includes strategic organisational change; environmental sustainability (non-capital elements e.g. new policy on greening),
- Financial planning and management — Includes business planning; investment readiness (social investment),
- Asset transfer — Includes Community businesses,
- Income generation — Includes fundraising from private sources; Marketing and PR; Trading and Licensing; Catering and venue hire.

II.1.5. Estimated total value

Value excluding VAT: 2 300 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description**II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: United Kingdom.

II.2.4. Description of the procurement

Context

In order to provide maximum flexibility we intend to procure specialists, entitled Consultants, who must be available to assist in projects across the whole of the UK.

Consultants may be deployed across all of the key steps of our grant development, assessment and monitoring phases as noted below:

- Development,
- First and/or second round application,
- Delivery,
- Post completion evaluation and review.

Roles.

The Consultants role on any individual case will be defined at the time of commissioning and will involve one or more of the following functions.

A)Mentoring Projects:

- Facilitating grantees to identify and remove blockages to the development and/or delivery of their project.
- Using specialist knowledge and experience to support grantees to help develop and deliver their project's vision.

- Supporting grantees to undertake learning and development opportunities relevant to their project's objectives.

B) Monitoring Projects:

- Undertaking risk assessment (building on HLF analysis) and developing an agreed risk monitoring plan. Providing mentoring support to reduce risk(s) in accordance with risk monitoring plan.
- Ensuring compliance with HLF requirements and reporting on progress against the project plan and project budget.
- Providing expert advice on project management arrangements, procurement and cost and programme plans to support HLF decision making.
- Evaluating projects and their impact on people, communities and heritage.

C) Providing Expert Advice:

- Supporting HLF's decision making process by commenting on aspects of a project application relevant to the Consultant's area of expertise.

D) Projects that have completed but are still in contract may require further consultancy support in line with one of the three roles above.

Business Development and Management Consultancy specialist expertise and skills — As described in II.1.4 of this notice.

Mentoring expertise and skills.

In addition to the specialist expertise described earlier, all Consultants must demonstrate skills and experience in Mentoring, namely the ability to:

- Use observing, listening and questions to understand the applicant/grantee's situation and facilitate their thought processes.
- Facilitate those involved with the project to identify solutions and actions.
- Support the project to achieve its aims and high quality work.
- Support the project to set goals and agree methods of measuring progress towards them.
- Help the project to develop the competencies needed to take the project forward without developing a dependency on the Consultant.
- Support the project to meet deadlines.
- Support the project to adopt best practice or fitness for purpose.
- Encourage a commitment to action and the development of lasting organisational growth and change.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 2 300 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Start: 01/04/2018 End: 31/03/2022

This contract is subject to renewal: yes

Description of renewals:

We would normally re-tender but also reserve the right to extend for up to 24 months.

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged minimum number: 100 Objective criteria for choosing the limited number of candidates:

All candidates who register an interest on Delta e-sourcing are invited to tender.

II.2.10.

Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Bidders must register via the electronic tender management portal, 'Delta', using the following link: <https://www.delta-esourcing.com/>

Bidders must click on the 'Supplier Register' button and complete the questionnaire to register. This will make their details available to HLF and other buyers who use Delta to manage their tenders.

Please register as a supplier by Wednesday 3 May.

Full details will be in the tender documents from the tender-box which will open on 8.5.2017.

Login and use access code 5G6J8X3T84 on that day.

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Bidders must register via the electronic tender management portal, 'Delta', using the following link: <https://www.delta-esourcing.com/>

Bidders must click on the 'Supplier Register' button and complete the questionnaire to register. This will make their details available to HLF and other buyers who use Delta to manage their tenders.

Please register as a supplier by Wednesday 3 May.

Full details will be in the tender documents from the tender-box which will open on 8.5.2017.

Login and use access code 5G6J8X3T84 on that day.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Competitive procedure with negotiation

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

IV.1.4. 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

IV.1.5. Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 03/05/2017 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 08/05/2017

IV.2.4. Languages in which tenders or requests to participate may be submitted

English, Welsh

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 01/04/2018

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

April 2021 or April 2023.

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

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.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Business-services:-law%2C-marketing%2C-consulting%2C-recruitment%2C-printing-and-security./5G6J8X3T84>

To respond to this opportunity, please click here:

VI.4. Procedures for review

VI.4.1. Review body

Official name: National Heritage Memorial Fund

Postal address: 7 Holbein Place, null

Town: London

Postal code: SW1W 8NR

Country: United Kingdom

E-mail: ROSS2018@hlf.org.uk

Telephone: +44 2075916023

Internet address: www.hlf.org.uk

VI.4.2. Body responsible for mediation procedures

Official name: National Heritage Memorial Fund

Postal address: 7 Holbein Place, null

Town: London

Postal code: SW1W 8NR

Country: United Kingdom

E-mail: ROSS2018@hlf.org.uk

Telephone: +44 2075916023

Internet address: www.hlf.org.uk

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Making a complaint.

We try to give the highest possible standard of customer service, but are aware that sometimes things may go wrong. If you are unhappy or dissatisfied with your contact with us, a grant application that you have made or a grant awarded to you by HLF or NHMF, please contact the office you first dealt with who will try to put things right. If you are unsure who to speak to, or if you do not want to speak to the person involved in your complaint, please contact the Customer Information team.

Find out more about our complaints procedure in the following leaflets:

— Download Making a complaint in England, Northern Ireland and Wales,

— Download Making a complaint in Scotland,

From <https://www.hlf.org.uk/about-us/contact-us/customer-service#bottom>

Making a complaint will not affect, in any way, the level of service you receive from us.

As part of our commitment to providing an open and transparent service we publish reports made by the Independent Complaints Reviewer (ICR) on stage three complaints on our website, but we will only do this with your permission. We also publish HLF's response to the ICR's recommendation.

VI.4.4. Service from which information about the review procedure may be obtained

Official name: National Heritage Memorial Fund

Postal address: 7 Holbein Place, null

Town: London

Postal code: SW1W 8NR

Country: United Kingdom

E-mail: ROSS2018@hlf.org.uk

Telephone: +44 2075916023

Internet address: www.hlf.org.uk

VI.5. Date of dispatch of this notice

29/03/2017