

UK-Birmingham: Probation services
OJ S 88/2013 07/05/2013
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 Philips Place
Town: Birmingham
Postal code: B3 2PW
Country: United Kingdom
For the attention of: Mandy Horne, Procurement and Contracts Manager
Telephone: +44 3002002300
Fax: +44 1216341411

Internet address(es):

Address of the buyer profile: www.swmprobation.gov.uk

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 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)

Probation services. Guidance services. Services related to the detention or rehabilitation of criminals. Benefit services. The provision of an offender debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands. The supplier must have a Consumer Credit Licence.

II.1.6. CPV code(s)

75231240 Probation services, 85312310 Guidance services, 75231200 Services related to the detention or rehabilitation of criminals, 75310000 Benefit 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: yes
Tenders may be submitted for all lots

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 provision of an offender debt advice service is required to be delivered in the Staffordshire and West Midlands Probation Trust offices in Birmingham (6 offices), Walsall (1 office), Wolverhampton (1 office), Dudley (2 offices), Solihull (2 offices), Staffordshire (5 offices) and Stoke (1 office) 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 supplier must have a Consumer Credit Licence to provide this service.

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: 24 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Provision of Offender Debt Advice Service for Birmingham Offices

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in the 6 Staffordshire and West Midlands Probation Trust offices in Birmingham for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Provision of Offender Debt Advice for Walsall Office

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in a Staffordshire and West Midlands Probation Trust office in Walsall for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Provision of Offender Debt Advice Service for Wolverhampton Office

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in the Staffordshire and West Midlands Probation Trust office in Wolverhampton for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Provision of Offender Debt Advice Service for Dudley Offices

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in the 2 Staffordshire and West Midlands Probation Trust offices in Dudley for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Provision of Offender Debt Advice Service for Solihull Offices

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in the 2 Staffordshire and West Midlands Probation Trust offices in Solihull for a period of 12 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Provision of Offender Debt Advice Service for Staffordshire Offices

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in the 5 Staffordshire and West Midlands Probation Trust offices in Staffordshire for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Provision of Offender Debt Advice Service for Stoke Office

1) Short description

The provision of a debt advice service for income maximisation and debt management to support the rehabilitation of criminals on probation premises in Staffordshire and the West Midlands.

2) CPV code(s)

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

3) Quantity or scope

The provision of a debt advice service is required to be delivered in a Staffordshire and West Midlands Probation Trust offices in Stoke for a period of 24 months, with an option to extend for a further 12 months as detailed in the invitation to tender. 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 supplier must hold a Consumer Credit Licence to provide the service.

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

As detailed in the invitation to tender.

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: yes

Description of particular conditions: Consumer Credit Licence.

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: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.delta-esourcing.com/delta/project/reasonsForExclusion.html#pcr>

Candidates will be required to answer these questions as part of the qualification process. For candidates who are registered overseas, you will need to declare if you have any offences /misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

III.2.2. Economic and financial ability

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available

III.2.3. Technical and professional ability

List and brief description of conditions:

(b) a list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, - where the recipient was a private purchaser, by the purchaser's certification or, failing this,

simply by a declaration by the economic operator.

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work.

(d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities.

(e) Where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate.

(f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work.

(h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years.

(j) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

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: 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

IV.3.2. Previous publication concerning this procedure

Notice on a buyer profile

Notice number in the OJ S: [2011/S 207-337337](#) of 21.10.2011

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

Payable documents: no

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

22.7.2013 - 14:00

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: 22.7.2013 - 14:00

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

Information about authorised persons and opening procedure: Officers of Staffordshire and West Midlands Probation Trust

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

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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=57293389>

GO Reference: GO-201353-PRO-4779753

VI.4. Procedures for review

VI.4.1. Review body

Official name: Staffordshire and West Midlands Probation Trust

Postal address: 5 St Philips Place

Town: Birmingham

Postal code: B3 2PW

Country: United Kingdom

E-mail: stephen.gill@swm.probaton.gsi.gov.uk

Telephone: +44 3002002300

Fax: +44 1216341411

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

3.5.2013