

**United Kingdom-Broxburn: Information technology services**

OJ S 109/2014 07/06/2014

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Improvement Service

Postal address: Westerton House, East Mains Industrial Estate, West Lothian

Town: Broxburn

Postal code: EH52 5AU

Country: United Kingdom

Contact person: Business Services

For the attention of: Loraine Higgins

E-mail: [loraine.higgins@improvementservice.org.uk](mailto:loraine.higgins@improvementservice.org.uk)

Telephone: +44 1506775558

**Internet address(es):**General address of the contracting authority: [www.improvementservice.org.uk](http://www.improvementservice.org.uk)Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10882](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10882)Electronic access to information: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)Electronic submission of tenders and requests to participate: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)**Additional information can be obtained from:**

Official name: Improvement Service

Postal address: Westerton House, East Mains Industrial Estate, West Lothian

Town: Broxburn

Postal code: EH52 5AU

Country: United Kingdom

Telephone: +44 1506775558

Internet address: [www.improvementservice.org.uk](http://www.improvementservice.org.uk)**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:** Official name: Improvement Service

Postal address: Westerton House, East Mains Industrial Estate, West Lothian

Town: Broxburn

Postal code: EH52 5AU

Country: United Kingdom

Contact person: Business Services

For the attention of: Loraine Higgins

E-mail: [loraine.higgins@improvementservice.org.uk](mailto:loraine.higgins@improvementservice.org.uk)

Telephone: +44 1506775558

Internet address: [www.improvementservice.org.uk](http://www.improvementservice.org.uk)**I.2. Type of the contracting authority**

Other: Improvement Agency

### **I.3. Main activity**

General public services

### **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**

IS Social Business Platform.

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

Supplies

Purchase

Main site or place of performance: West Lothian.

NUTS code UK United Kingdom

#### **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 Improvement Service has supported online communities for over six years and currently has 5 000 active users and 400 active groups on our existing platform - the Knowledge Hub – which is owned and provided by an external supplier. Our existing contract will end on 30th September 2014 and we are now seeking to ensure we have the best available solution for Scottish local government and its partners by undertaking a competitive procurement exercise for a social business platform.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=307678](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=307678).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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

72222300 Information technology 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: 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**

On-going Service circa 50K per annum.

**II.2.2. Information about options**

Options: yes

Description of options: 2 year contract with possible extension of a further 36 months.

**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: 24 (from the award of the contract)

**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) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) 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.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

### **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.

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

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

List and brief description of conditions:

(1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

### **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**

---

### **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**

IS1314008

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

#### **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: 8.7.2014

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

15.7.2014 - 17:00

#### **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**

until: 15.8.2014

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

Date: 15.7.2014 - 17:00

Place:

Westerton House, Broxburn.

## **Section VI: Complementary information**

---

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

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

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

Completed tenders should be submitted / uploaded to the Public Contracts Scotland portal.  
(SC Ref:307678)

### **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**

5.6.2014