

United Kingdom-Sheffield: Education and training services

OJ S 108/2015 06/06/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Sheffield College

Postal address: Estates and Services Department, Granville Road

Town: Sheffield

Postal code: S2 2YY

Country: United Kingdom

Contact person: Estates and Services Department

For the attention of: Howard Griffiths, Quantity Surveyor

E-mail: howard.griffiths@sheffcol.ac.uk

Telephone: +44 1142603600

Fax: +44 1142602671

Internet address(es):General address of the contracting authority: www.sheffcol.ac.uk**Additional information can be obtained from:**

Official name: The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

Contact person: Sub-Contracting Department

For the attention of: Rachel Elliott

E-mail: rachel.elliott@sheffcol.ac.uk

Telephone: +44 1142603204

Fax: +44 1142603204

Internet address: <http://www.sheffcol.ac.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: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Education

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

Framework for the delivery of Education and Training.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: The Sheffield College; (Sheffield City Region- National Delivery) Main Site or Various Centres depending on location of the delivery of course works.

NUTS code UKE32 Sheffield

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 20

Duration of the framework agreement

Duration in years: 1

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 3 000 000 GBP

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

The Sheffield College seeks to work with high quality sub-contractors who can deliver the highest quality teaching and learning which facilitates progression into employment, further education or higher learning. Our Sub-contractors and delivery partners will allow us to offer a broader curriculum than would otherwise be the case. This will be of the highest quality and facilitate the engagement of learners from groups that are underrepresented in further education.

The College's aim is to enter into agreements for the provision of high-quality training which meets a local need which the College is unable to meet and which does not compete with its own service provision. The College is particularly keen to develop the breadth and volume of its apprenticeship provision through working with sub-contractors.

The framework will be reviewed annually, subject to performance. All contracts awarded must be fulfilled under funding requirements, the majority of which will be in line with the College academic year ending 31st July 2016

Tender Invitation Letter and Joining Instructions are available by e-mail request to howard.griffiths@sheffcol.ac.uk.

II.1.6. CPV code(s)

80000000 Education and training services, 80400000 Adult and other education 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 one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The duration of the framework agreement shall be for 1 year with an option to extend further 1 year.

the contractor will be expected to make available to the College a single point of contact for management and administration purposes and manage the contract through an appropriate management structure and the engagement of suitable qualified and mixed team of the Sub-contractors directly employed staff.

The Contractor will be required to ensure that all works are undertaken in a competent manner in compliance with Health and Safety regulations and Employment legislations and in accordance with best practices are pertain and vary from time to time.

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Estimated value excluding VAT: 3 000 000 GBP

II.2.2. Information about options

Options: no

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: 12 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Area 1: EFA 16-18 Learner Responsive

1) Short description

2) CPV code(s)

80000000 Education and training services, 80400000 Adult and other education services

3) Quantity or scope

Background:

The Sheffield College (TSC) is the largest training provider in the city, and is now among the higher performing colleges nationally. Our federation of colleges; Sheffield City College, Hillsborough College, Norton College and Peaks College provide further education provision in partnership with schools, universities and local industry to the Sheffield City Region and beyond. The College has over 20,000 full and part time students based at its campuses. We offer a range of learner and training opportunities on full and part time basis from entry levels through to foundation degrees. Our curriculum provides routes to learn new skills and opportunities to refresh skills in a sociable and welcoming atmosphere, with award winning student support services. Many of our learners go on to contribute to Sheffield's thriving economy and success and, as a result of their time with us, enjoy productive and high value employment, and rewarding lives.

Services Required:

The only provision fundable under this agreement will be those qualifications eligible for funding as agreed under the College Sub-contract Agreement.

The College will require from the Contractor;

Advance information about the dates and venues of each course.

Enrolment form/action plan/learning agreements for individual students

Register of attendance for each course

Copy of achievement certificate for individual students

Invoice to claim fees, monthly.

Completed pro forma showing examination entries, by group

Completed pro forma showing examination results, by group.

All programmes;

shall be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.

shall consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.

shall be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.

shall be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.

All the programmes shall comply with the learning agreement.

Quality:

Quality of provision will be paramount as the College will retain responsibility to the Skills Funding Agency and OFSTED for programme quality.

The College and/or OFSTED will audit the quality of delivery at any time of the Colleges choosing. The College and/or OFSTED will make judgement on the quality of teaching, learning and assessment using the OFSTED Common Inspection Framework for further education and skills.

This will involve an evaluation of the extent to which:

— learners benefit from high expectations, engagement, care, support and motivation from staff

— staff use their skills and expertise to plan and deliver teaching, learning and support to meet each learner's needs

— staff initially assess learners' starting points and monitor their progress, set challenging tasks, and build on and extend learning for all learners.

— learners understand how to improve as a result of frequent, detailed and accurate feedback from staff following assessment of their learning

— teaching and learning develop English, mathematics and functional skills, and support the achievement of learning goals and career aims

— appropriate and timely information, advice and guidance support learning effectively

— equality and diversity are promoted through teaching and learning.

The College and/or OFSTED have the right to audit course record keeping, existence records, and all associated course and learner materials.

The Contractor will be required to enable the College and/or OFSTED Inspectors to evaluate the provision objectively against the standards/framework and provide evidence that will enable the College and/or the Inspector to report honestly, fairly and reliably about their provision.

Estimated value excluding VAT: 1 000 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Area 2: EFA — Apprenticeships 16-18

1) Short description

2) CPV code(s)

80000000 Education and training services, 80400000 Adult and other education services

3) Quantity or scope

Background:

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The College will require from the Contractor;

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All programmes;

shall be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.

shall consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.

shall be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.

shall be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.

All the programmes shall comply with the learning agreement.

Quality:

Quality of provision will be paramount as the College will retain responsibility to the Skills Funding Agency and OFSTED for programme quality.

The College and/or OFSTED will audit the quality of delivery at any time of the Colleges choosing. The College and/or OFSTED will make judgement on the quality of teaching, learning and assessment using the OFSTED Common Inspection Framework for further education and skills.

This will involve an evaluation of the extent to which:

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- staff use their skills and expertise to plan and deliver teaching, learning and support to meet each learner's needs
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- learners understand how to improve as a result of frequent, detailed and accurate feedback from staff following assessment of their learning

- teaching and learning develop English, mathematics and functional skills, and support the achievement of learning goals and career aims
- appropriate and timely information, advice and guidance support learning effectively
- equality and diversity are promoted through teaching and learning.

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The Contractor will be required to enable the College and/or OFSTED Inspectors to evaluate the provision objectively against the standards/framework and provide evidence that will enable the College and/or the Inspector to report honestly, fairly and reliably about their provision.

Estimated value excluding VAT: 500 000 EUR

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Area 3: EFA — Adult Skills Budget — 19+ Apprenticeships

1) Short description

2) CPV code(s)

80000000 Education and training services, 80400000 Adult and other education services

3) Quantity or scope

Background:

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Services Required:

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The College will require from the Contractor;

Advance information about the dates and venues of each course.

Enrolment form/action plan/learning agreements for individual students

Register of attendance for each course

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Invoice to claim fees, monthly.

Completed pro forma showing examination entries, by group

Completed pro forma showing examination results, by group.

All programmes;

shall be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.

shall consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.

shall be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.

shall be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.

All the programmes shall comply with the learning agreement.

Quality:

Quality of provision will be paramount as the College will retain responsibility to the Skills Funding Agency and OFSTED for programme quality.

The College and/or OFSTED will audit the quality of delivery at any time of the Colleges choosing. The College and/or OFSTED will make judgement on the quality of teaching, learning and assessment using the OFSTED Common Inspection Framework for further education and skills.

This will involve an evaluation of the extent to which:

- learners benefit from high expectations, engagement, care, support and motivation from staff
- staff use their skills and expertise to plan and deliver teaching, learning and support to meet each learner's needs
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- learners understand how to improve as a result of frequent, detailed and accurate feedback from staff following assessment of their learning
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The Contractor will be required to enable the College and/or OFSTED Inspectors to evaluate the provision objectively against the standards/framework and provide evidence that will enable the College and/or the Inspector to report honestly, fairly and reliably about their provision.

Estimated value excluding VAT: 250 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Area 4: SFA — Traineeships

1) Short description

2) CPV code(s)

80000000 Education and training services, 80400000 Adult and other education services

3) Quantity or scope

Background:

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Services Required:

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The College will require from the Contractor;

Advance information about the dates and venues of each course.

Enrolment form/action plan/learning agreements for individual students

Register of attendance for each course

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All programmes;

shall be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.

shall consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.

shall be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.

shall be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.

All the programmes shall comply with the learning agreement.

Quality:

Quality of provision will be paramount as the College will retain responsibility to the Skills Funding Agency and OFSTED for programme quality.

The College and/or OFSTED will audit the quality of delivery at any time of the Colleges choosing. The College and/or OFSTED will make judgement on the quality of teaching, learning and assessment using the OFSTED Common Inspection Framework for further education and skills.

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- equality and diversity are promoted through teaching and learning.

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The Contractor will be required to enable the College and/or OFSTED Inspectors to evaluate the provision objectively against the standards/framework and provide evidence that will

enable the College and/or the Inspector to report honestly, fairly and reliably about their provision.

Estimated value excluding VAT: 250 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Area 5: SFA — 24+ Loans

1) Short description

2) CPV code(s)

80000000 Education and training services, 80400000 Adult and other education services

3) Quantity or scope

Background:

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Services Required:

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The College will require from the Contractor;

Advance information about the dates and venues of each course.

Enrolment form/action plan/learning agreements for individual students

Register of attendance for each course

Copy of achievement certificate for individual students

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Completed pro forma showing examination results, by group.

All programmes;

shall be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.

shall consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.

shall be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.

shall be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.

All the programmes shall comply with the learning agreement.

Quality:

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The College and/or OFSTED will audit the quality of delivery at any time of the Colleges choosing. The College and/or OFSTED will make judgement on the quality of teaching, learning and assessment using the OFSTED Common Inspection Framework for further education and skills.

This will involve an evaluation of the extent to which:

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- staff use their skills and expertise to plan and deliver teaching, learning and support to meet each learner's needs
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The Contractor will be required to enable the College and/or OFSTED Inspectors to evaluate the provision objectively against the standards/framework and provide evidence that will enable the College and/or the Inspector to report honestly, fairly and reliably about their provision.

Estimated value excluding VAT: 1 000 000 GBP

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

Any deposits and guarantees which may be required will be stated in the tender documents.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

The College's "General Conditions of Purchase for Goods and Services" will apply and are contained in the tender documents.

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: Any applicable terms, conditions, specifications, costing information and specific College policies and requirements will be stated in the tender documents.

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: To enable the College to consider applications to participate in any lot or lots within the proposed framework invitations to bid are extended to any interested parties on an Open Tender Basis.

Applicants are invited to submit bids in a two -stage tender process.

Tender Invitation Letter and Joining Instructions are available by e-mail request to howard.griffiths@sheffcol.ac.uk

Tenders must be completed in full and must meet a minimum score in order to be shortlisted.

Stage 1 — Minimum Score Required — 244 points:

MANDATORY COMPLIANCE:

M1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable.) Directors or partner or any other person who has power of representation, decision or control been convicted of any of the following offences? Y/N

A) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9a of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defines in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; Y/N

B) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; Y/N

C) the common law offence of bribery; Y/N

D) bribery within the meaning of sections 1,2 or 6 of the Bribery Act 2010; or section 112 of the Representation of People Act 1983 Y/N

E) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defines by Article 2 of the Convention on the protection of financial interest of the European Communities: Y/N

i) the offence of cheating the Revenue; Y/N

ii) the offence of conspiracy defraud; Y/N

iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 of the Theft (Northern Ireland) Order 1978; Y/N

iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (northern Ireland) Order 1986 or section 993 of the Companies Act 2006; Y/N

v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; Y/N

vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993: Y/N

vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; Y/N

viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or Y/N

ix) the possession of articles for use in fraud within the meaning of section 6 of the Fraud Act 2006, or the making, adapting ,supplying or offering to supply articles for the use f frauds within the meaning of section 7 of that Act; Y/N

F) any offences listed -

i) in section 41 of the Counter terrorism Act 2008; Y/N

ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; Y/N

G) any offence under section 44 to 46 of the Serious Crime Act 2007 which related to an offence covered by subparagraph (f); Y/N

- H) money laundering within the meaning of sections 350(11) and 415 of the Proceeds of Crime Act 2002; Y/N
- I) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or articles 45,46,47 of the Proceeds of Crime (Northern Ireland) Order 1996; Y/N
- J) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; Y/N
- K) an offence under section 59A of the Sexual Offences Act 2003; Y/N
- L) an offence under section 71 of the Coroners and Justice Act 2009; Y/N
- M) an offence in connection with the proceeds of drug trafficking within the meaning of section 49,50,51 of the Drug Trafficking Act 1994; Y/N
- N) any other offence within the meaning of Article 57(1) of the Public Contracts Directive — Y/N
- I) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or Y/N
- II) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. Y/N

CONTRACTOR BACKGROUND:

- G1 Legal name of organisation 5
- G1 Trading Name of organisation (if different from above) 5
- G1 Organisation Address; incl Postcode 5
- G1 Company registration Number 10
- G1 Address of office from where the project will be managed and carried out, if different to above. 10
- G1 Is your organisation listed on the Skills Funding Agency Register of Training Organisations? 15
- G2 Organisation type; (ie; Private; Limited; Sole Trader etc) 10
- G2 UK Provider Reference Number (UKPRN) 15
- G3 What is your primary business function? 15
- G4 A financial statement that includes a reference from the applicant's bankers and gives a synopsis of the applicant's trading accounts over the past three years. 15
- G5 What is your current % turnover from public funds/work of this (SFA/EFA contracts) nature? 15
- G6 A statement that details similar and relevant contracts undertaken by the Applicant which are in progress or have been completed over the past five years and includes references and contactable referees from Prime funding organisation 15

PROJECT FOCUS:

- G7 Is your organisation Matrix accredited? Give details of date achieved and date of renewal. 20
- G13 Provide details of your qualification success rates for the last 3 years.(QSR) 20
- G13 What success rate do you anticipate achieving for each of the courses you are able to deliver? Please specify by course. 20
- Quality Assurance:
- G15 Provide a copy of the organisation's Environmental policy 15
- G16 Provide a copy of the organisation's Health and Safety policy including notes of actions that have been taken against the applicant in the past three years. 15
- Provide details of applicants HR statements and policies:
- G17 · Confirmation statement that he is an "Equal Opportunity Employer" 20
- G17 · Equality and Diversity policies 20
- G17 · Safeguarding policies in respect of children and vulnerable young adults 20

G17 · Applicant's methodology regarding DBS checks for in-house staff and operatives and for managing sub-contractors on site and statement detailing the percentage of your current staff that are DBS registered? 20

(Sections to be included; G1;G2;G3;G4;G5;G6;G7;G13;G15;G16;G17)

Stage 2 — TENDER APPLICATION (ITT) — Minimum Score Required — 195 Points

This section will only be assessed where the information provided in the Stage 1 Quality and Qualification Questionnaire (QQQ) meets the requirements set out in the Qualification/Award Criteria.

The Tenders will be assessed according to the following criteria. Tenders must be completed in full and meet the minimum score in order to be short-listed. Stage 2 — TQS — Minimum Score Required — 156 Points (Max — 195)"

PROJECT FOCUS:

G1 Please provide a schedule of training centres where you would carry out training and assessment

G7 Details of membership of professional associations/standards ie; Merlin; IIP (Investors in People) ISO9000 (Schedule over page)

Quality Standards

EFQM (European Foundation for Quality Management)

IIE (Investors in Excellence)

IIP (Investors in People)

Merlin

TQS (Training Quality Standard)

Matrix

Charter Mark / Customer Service Excellence

ISO 9000

ISO14001

Other Standards

G8 "Please detail how the service will be managed within your organisation.

What actions would you take to ensure that the service is always staffed by persons with the appropriate skills, qualifications and experience? Include details of how the College will be notified and continuity will be managed if there is a forced change to your staff.

Please provide a list of the assessors and tutors who you intend will deliver on any awarded contract under this framework.

Please provide details of the qualifications, competencies and experience of these staff.

Important: It is the responsibility of the Provider to inform the College of any changes to this detail.

"

G9 Outline provisions you have in place for flexibility in staffing levels? Include details of how the College will be notified and continuity will be managed if there is a forced change to your staff.

G10 What resources do you have available in order to maintain up to date information for the changing standards for this type of work?

G11 How do you currently measure your performance with this type of work?

G12 Are your management procedures and reporting systems flexible enough to integrate with our requirements and public sector style reporting needs and how would you demonstrate this?

Quality Assurance:

G14 Provide copy of Quality Policy:

G14 Provide copy of Quality Manual

G14 Provide details of Observation/IQA Process

Provide details of applicants HR statements and policies:

G18 Data protection Policy and procedure.

"Do you have a Data Protection policy / process in place?

Please provide details, specifically regarding the management, storage and destruction of learner records.

"

Tender Works and Costs Schedules

Services: Please describe and detail the services you intend to provide in the schedule below:

A Latest Relevant Inspection Grade:

B1 Awarding Bodies: Please state the Awarding Bodies that the organisation is approved with and the associated qualifications.

B2 "Awarding Bodies: Has any awarding body ever issued the organisation a grade 4 or 5 sanction (even if it has been subsequently removed)? YES / NO

If yes, then please provide details.

"

C Assessors: Please provide the following information on your assessment processes

1 Number of qualified and non-qualified Assessors employed by the organisation.

2 Number of Assessors used through Agency or associates working with the organisation

3 Number of Assessor with a teaching qualification

4 Number of Assessors working towards a teaching qualification

5 Number of Assessors with specialist qualifications (please state which specialism)

6 Number of qualified and non qualified Internal Verifiers employed by yourselves broken down by programme

7 Number of External Verifiers employed by the organisation.

D Observations Process: Please include details of your Observation procedures and processes, including grades of Assessor observations, impact evaluation indicating improvements (if available) and moderation of grades

G19 "Pricing: Provide details of how much funding you would be expecting to generate in terms of SFA (or other) funding for each course and what contribution would be retained by the College.

"

(Sections to be included; G7;G8; G9;G10;G11;G12;G14;G18;G19)

Should any information arise which is considered significant by the College at any time throughout the process the College reserves the right to amend the scoring accordingly.

The College reserves the right to contact the tenderer and clarify information provided in the proposal.

The College reserves the right to deduct points from any tender submission that is incomplete or lacks clarity.

Stage 1 — the Tender will be a Restricted Tender "short list" interested Applicants are invited to supply information on the following topics:

GENERIC Short-Listing Questions noting maximum attributable scores

CONTRACTOR BACKGROUND:

G1 Address of office from where the project will be managed and carried out.

· What are expected travel times from there to Sheffield? (25 points)

· What would be the expected travel times for your labour force? (25 points)

G2 Proportion of Project Work carried out "In-House" or by "Sub-Contractors" (20 points)

G3 What is your primary business function in terms of contract works? (20 points)

G4 A financial statement that includes a reference from the applicant's bankers and gives a synopsis of the applicant's trading accounts over the past three years. (25 points)

G5 What is your current turnover from works of this (state particular work type) nature? (25

points)

G6 A technical statement that details similar and relevant contracts undertaken by the Applicant which are in progress or have been completed over the past five years and includes references and contactable referees from employers / clients (25 points)

PROJECT FOCUS:

G7 Details of membership of professional and trade associations, general qualifications of directors and senior managers (20 points)

G8 A description of the applicant's proposed team structure showing how this responds to the Scope of Works and how it would relate to the rest of the applicant's organisation, how the team will be staffed and resourced and details of the applicant's information technology and other technical, legal and research and development facilities. (25 points)

G9 Are your management procedures and reporting systems flexible enough to integrate with our requirements and public sector style reporting needs and how would you demonstrate this? (25 points)

G10 What resources do you have available in order to maintain up to date information for the changing standards for this type of work? (25 pts)

G11 How do you currently measure your performance with this type of work? (25 points)

G12 Outline provisions you have in place for flexibility in staffing levels? (20 points)

G13 Are you familiar with the NEC 3 family of contracts — and can you give examples of previous use? (25 points)

ADDED VALUE?:

G14 Innovation and Accessibility:

— IT resources — experience and use of Autocad (10 points)

· Use of Web-portals (10 points)

· Interconnectivity with Softsols Agility Work Order Systems (10 points)

· Updating data, staff expertise — hourly rates to buy in support (5 points)

— Manage, monitor and control costs (5 points)

G15 Details of the applicant's Environmental policy (25 points)

G16 Details of the applicant's Health and Safety policy including notes of actions that have been taken against the applicant in the past three years. (25 points)

G17 Provide details of applicants HR statements and policies:

· Confirmation statement that he is an "Equal Opportunity Employer" (10 points)

· Equality and Diversity policies (10 points)

· Safeguarding policies in respect of children and vulnerable young adults (5 points)

· Applicant's methodology regarding DBS checks for in-house staff and operatives and for managing sub-contractors on site and statement

detailing the percentage of your current staff that are DBS registered? (5 points)

G18 What is your policy for the engagement of a local labour force in relation to this type of work? (25 points)

G19 What is your policy on apprenticeships for young people in relation to this type of work? (25 points)

Maximum attributable points 500

Applicant Score: % out of 500.

III.2.2. Economic and financial ability

List and brief description of conditions: Refer to 111.2.1 above.

Minimum level(s) of standards possibly required: Refer to 111.2.1 above.

III.2.3. Technical and professional ability

List and brief description of conditions:

Refer to 111.2.1 above.

Minimum level(s) of standards possibly required:

Refer to 111.2.1 above.

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 Criteria below

1. Stage 1 (See 3.2.1 above). Weighting 305

2. Stage 2 (See 3.2.1 above). Weighting 195

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

XCcoll - Sub-contracting - 150323

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: 30.6.2015 - 12:00

Payable documents: no

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

10.7.2015 - 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

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 1 year (annual retender).

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

VI.4. Procedures for review

VI.4.1. Review body

Official name: Not available

Body responsible for mediation procedures

Official name: Not available

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: STAGES Standstill Period Action Plan

Day 0: Start — Notify "Interested Contractors" and Tenderers of decision and intention to award contract

Day 1: Contract Award Notice published

Day 2: Tenderers to request additional de-briefing (phone, fax, e-mail) before end of day

Day 3:

Day 4:

Day 5:

Day 6:

Day 7: College must complete additional de-briefing by end of day

Day 8:

Day 9:

Day 10: End of Standstill period

Finish: Contract to be concluded if no legal challenge

Notes:

Note 1: Re — Day 7: If there is a delay in completing the requested de-briefings, the end-date of the standstill period will be extended to ensure 3 working days between the last de-brief and the end of the standstill period which will be a working day

Note 2: Re — Day 10: The end of the standstill period will not fall on a public holiday or at a weekend.

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

Official name: Unknown

VI.5. Date of dispatch of this notice
3.6.2015