

United Kingdom-Ipswich: Procurement consultancy services

OJ S 139/2013 19/07/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: West Suffolk Clinical Commissioning Group

Postal address: Rushbrook House, Paper Mill Lane

Town: Ipswich

Postal code: IP8 4DE

Country: United Kingdom

For the attention of: Jane Garnett

E-mail: jane.garnett@suffolk.nhs.uk

Telephone: +44 1473770195

Internet address(es):General address of the contracting authority: www.westsuffolkcommissioning.co.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

Health

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: West Suffolk Clinical Commissioning Group is establishing this Framework

Agreement on behalf of the entities listed within this OJEU advertisement under section II.1.

Section II: Object of the contract

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

Procurement Support Services.

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

Services

Service category No 11: Management consulting services [6] and related services

NUTS code UK United Kingdom

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

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

NHS West Suffolk Clinical Commissioning Group (WSCCG) is looking to establish a framework of providers able to supply a full range of Procurement Support Services.

This Framework Agreement will be awarded through an eSourcing portal:

<https://in-tendhost.co.uk/westsuffolkcommissioning.aspx/Home>

The tender documentation will be available to registered Suppliers through this portal from the 22.7.2013.

II.1.6. CPV code(s)

79418000 Procurement consultancy services, 79140000 Legal advisory and information services, 79419000 Evaluation consultancy services, 79411000 General management consultancy services, 79130000 Legal documentation and certification services, 79110000 Legal advisory and representation services, 79100000 Legal 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 objective of the procurement process is to put into place a Framework Agreement which covers 2 lots: Procurement Legal and Regulatory; and Provision of Procurement Skilled Resource.

Lot 1, Procurement Legal and Regulatory
(including but not limited to the following)

Legal guidance and advice relating to Public Sector Procurement Legislation, the Regulatory Environment, Procurement Efficiency, Staff Development, Policy and Process review, and related specialisms including, but not limited to TUPE Regulations, Health and Social Care Act 2012, EU Regulations and Competition Law.

Procurement and related topics document drafting

Procurement and related topics document proofreading

Training and education in Procurement Law and related subjects

Lot 2, Provision of Procurement Skilled Resource

(including but not limited to the following)

Drafting documentation and project management, including but not limited to: drafting for, and / or undertaking Part A, and / or Part B procurement processes either in their entirety or parts of; and, including but not limited to Open, Restricted, Competitive Dialogue processes and Any Qualified Provider.

Market Research, intelligence gathering and option appraisal

Benchmarking activities

Procurement Strategy Building

Leading on Procurement Processes from pre-procurement through to contract mobilisation,

including but not limited to stakeholder engagement, communication, document drafting, project management, electronic procurement, procurement delivery, governance, mobilisation, risk management and management of related issues, such as TUPE.

Mobilisation Management

Contract Management

Project reviews

The Framework Agreement will then be separated down into geographical areas to allow any interested Providers to be able to select the lot(s) they are able to provide and then the areas which they are able to cover. The geographical areas are based on the regions covered by the NHS England Area Teams and the Clinical Commissioning Groups contained within them.

The geographical areas are as follows:

East of England

East Midlands

West Midlands

The intention is to have 15 Providers in each of the two lots (potentially the same Providers in each lot), with five (5) providers ranked in each geographical area. If it transpires, there are geographical areas, which are not covered, then the CCGs reserve the right to increase the number of Providers in lot 1 and / or lot 2 to facilitate the coverage to a level where there would be sufficient Providers to undertake a mini competition. The minimum number of Providers in each geographical area within each lot will be three (3).

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: Procurement Legal and Regulatory

1) Short description

Legal advice and support for procurement processes and related subjects and services.

2) CPV code(s)

79100000 Legal services, 79130000 Legal documentation and certification services, 79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

3) Quantity or scope

Lot 1, Procurement Legal and Regulatory

(including but not limited to the following)

Legal guidance and advice relating to Public Sector Procurement Legislation, the Regulatory Environment, Procurement Efficiency, Staff Development, Policy and Process review, and related specialisms including, but not limited to TUPE Regulations, Health and Social Care Act 2012, EU Regulations and Competition Law.

Procurement and related topics document drafting

Procurement and related topics document proofreading

Training and education in Procurement Law and related subjects

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Provision of Procurement Skilled Resource

1) Short description

Provision of resources to enable a procurement process or related process to be undertaken on behalf of the contracting authority.

2) CPV code(s)

79418000 Procurement consultancy services, 79419000 Evaluation consultancy services, 79411000 General management consultancy services

3) Quantity or scope

Lot 2, Provision of Procurement Skilled Resource
(including but not limited to the following)

Drafting documentation and project management, including but not limited to: drafting for, and / or undertaking Part A, and / or Part B procurement processes either in their entirety or parts of; and, including but not limited to Open, Restricted, Competitive Dialogue processes and Any Qualified Provider.

Market Research, intelligence gathering and option appraisal

Benchmarking activities

Procurement Strategy Building

Leading on Procurement Processes from pre-procurement through to contract mobilisation, including but not limited to stakeholder engagement, communication, document drafting, project management, electronic procurement, procurement delivery, governance, mobilisation, risk management and management of related issues, such as TUPE.

Mobilisation Management

Contract Management

Project reviews

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

Participants will be advised if this is necessary during the procurement.

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

One member of any group of suppliers will be required to take the lead contractor role.

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: Requirements are outlined within the Pre-Qualification Questionnaire documentation.

The CCGs are utilising an electronic tendering system to manage this procurement and all communication regarding tenders.

Hard copies of tender documents will not be issued and only communication received through the e-portal will be responded to. Please go to the following website to register and take part in this tender opportunity.

<https://in-tendhost.co.uk/westsuffolkcommissioning/asp/Home>

Suppliers Instructions

How to express an interest in this opportunity.

To browse the list of tenders and quotations select the Tenders option. If you are interested in any of those listed, click the View Details button for further information and to express your interest.

To gain full access to the web site you must register your company / organisation using the Register option.

When your registration has been accepted, you will receive an email containing your Login Information.

Once you have received your Login Information, or if you are already a registered user, select the Login option.

When completing and submitting your submission through in-tend, USE THE ONLINE "HELP" FUNCTION, it provides support on the various functions and requirements of the in-tend website and Frequently Asked Questions. If you have any software queries refer to the online help in the first instance. If you still have an issue email or phone the in-tend helpdesk; ensure that you leave plenty of time for issues to be resolved prior to any deadlines.

III.2.2. Economic and financial ability

List and brief description of conditions: Requirements are outlined within the Pre-Qualification Questionnaire documentation which is available on the following webpage:

<https://in-tendhost.co.uk/westsuffolkcommissioning/asp/Home>

Minimum level(s) of standards possibly required: Requirements are outlined within the Pre-Qualification Questionnaire documentation which is available on the following webpage:

<https://in-tendhost.co.uk/westsuffolkcommissioning/asp/Home>

III.2.3. Technical and professional ability

List and brief description of conditions:

Requirements are outlined within the Pre-Qualification Questionnaire documentation which is available on the following webpage:

<https://in-tendhost.co.uk/westsuffolkcommissioning/asp/Home>

Minimum level(s) of standards possibly required:

Requirements are outlined within the Pre-Qualification Questionnaire documentation which is available on the following webpage:

<https://in-tendhost.co.uk/westsuffolkcommissioning/asp/Home>

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: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

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

WSCCG - 00000002

IV.3.2. Previous publication concerning this procedure

no

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

28.8.2013

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

IV.3.8. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: no

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 intends to use an eSourcing portal in this procurement exercise. The contract is subject to a price review arranged as set out in the tender documentation. The contract will be established by West Suffolk Clinical Commissioning Group and will be for the benefit of participating public sector bodies.

Contracts awarded under a framework agreement may be awarded either:

a) by application of the terms laid down in the framework agreement without reopening competition, or

b) where not all the required terms of the proposed contracts are laid down in the framework agreement, by reopening competition between the economic operators which are parties to this Framework Agreement and which are capable of performing the proposed contract.

The award of call-off contracts following the reopening of competition will be done in accordance with the procedure set out in Directive 2004/18/EC, Article 32 (as amended).

This Framework Agreement is to be for a period of two (2) years with the option to extend by two (2) single years.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2006 (SI 2006 No 5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

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

VI.5. Date of dispatch of this notice

17.7.2013