

United Kingdom-Swindon: Education and training services

OJ S 148/2015 04/08/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: UKSBS Shared Business Services

Postal address: North Star Avenue

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

For the attention of: John Welch

E-mail: john.welch@uksbs.co.uk

Telephone: +44 1793867305

Internet address(es):

General address of the contracting authority: www.uksbs.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:

Official name: UK Shared Business Services Ltd

Postal address: North Star House, North Star Avenue

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

Contact person: John Welch

E-mail: expressionofinterest@ccs.gsi.gov.uk

Internet address: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Tenders or requests to participate must be submitted: Official name: UK Shared Business Services Ltd

Postal address: North Star House, North Star Avenue

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

Contact person: John Welch

E-mail: expressionofinterest@ccs.gsi.gov.uk

Internet address: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Other: Public Procurement

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

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

Official name: The Department of Business, Innovation and Skills
Postal address: 1 Victoria Street
Town: London
Postal code: SW1H 0ET
Country: United Kingdom
Official name: The Department of Business, Innovation and Skills
Postal address: 1 Victoria Street
Town: London
Postal code: SW1H 0ET
Country: United Kingdom

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

UK SBS PS150010 For the commissioning of an organisation to ensure the effective management and administration of the Department of Business Innovation and Skills (BIS) matrix Standard.

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

Services

Service category No 27: Other services

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)

UKSBS Shared Business Services Ltd as the Contracting Authority agency on behalf of the Department of Innovation and Skills (BIS) is putting in place a single supplier contract Agreement for the provision of an organising the effective management of the Department of Business Innovation and Skills (BIS) matrix Standard.

The purpose of the (BIS) matrix Standard is the unique quality Standard for the effective delivery of information, advice and/or guidance on learning and work. It promotes the delivery of high quality information, advice and/or guidance by ensuring organisations review, evaluate and continuously develop their service; encourage the take up of professionally recognised qualifications and the continuous professional development of their staff.

II.1.6. CPV code(s)

80000000 Education and training services, 80570000 Personal development training services, 80000000 Education and training services, 80510000 Specialist training 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: no

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 length of the Contract will be for a period of 24 months from the 11.1.2016 with an option to extend for 12 months subject to performance. UKSBS Shared Business Services Ltd as the Contracting Authority is putting in place a Contract Agreement for a single supplier Contract Agreement for the matrix Standard which is the unique quality Standard for the effective delivery of information, advice and/or guidance on learning and work. It promotes the delivery of high quality information, advice and/or guidance by ensuring organisations review, evaluate and continuously develop their service; encourage the take up of professionally recognised qualifications and the continuous professional development of their staff.

About UK Shared Business Services.

Putting the business into shared services UKSBS Shared Business Services Ltd as the Contracting Authority agency on behalf of the bodies below.

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Service (CCS) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages 700 000 000 GBP expenditure for its Customers, our growth projections anticipate this will rise to 1 000 000 000 GBP in 2013/14.

UK SBS is procuring the Contract as a central purchasing body for itself and Customers who are Other Public Bodies (OPB's). This means that OPB's referred to in the OJEU Notice may also possibly participate in the Contract during the designated Contract period.

Detailed on the UK SBS Ltd website is a list of all organisations, institutes, centres and bodies (Authorised Entities) that may also use any appropriately advertised Contract let by UK Shared Business Services Ltd The full list is detailed below.

UK SBS Pan Government list is available at <https://intranet.uksbs.co.uk/procurement/teamsite/Pages/SourcingContract.aspx>

Document 'Customer Profiles'.

Estimated value excluding VAT:

Range: between 300 000 and 900 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The term of contract will be for 2 years, with an option to extend for a possible third year, released singularly, subject to satisfactory performance.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

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: 36 (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

Participants will be advised if this is necessary during the procurement. Parent company and /or other guarantees of performance and financial liability may be required if considered appropriate.

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

Bids are to be priced in £ GBP.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Any consortium to have a designated lead service provider, all members will have joint and several liability in respect of the obligations and liabilities to the framework agreement and any subsequent contracts.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, government has made the following commitments with regard to procurement and contracting:

All new central government ICT contracts over the value of GBP 10 000 to be published in full online from July 2010.

All new central government sourcing documents for contracts over GBP 10 000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.

New items of central government spending over GBP 25 000 to be published online from November 2010.

All new central government contracts to be published in full from January 2011.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, the resulting contract between the supplier and government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for

the protection of national security.

Service providers must clearly demonstrate recent successful experience in similar projects and environments.

Potential suppliers will be excluded if one of the following applies, the supplier is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state or subject to relevant proceedings, has been convicted of a criminal offence related to the business of professional misconduct, has committed an act of grave misconduct in the course of business has not fulfilled obligations relating to the payment of taxes is guilty of serious misrepresentation in supplying information required by the authority, is not in the possession of a licence or not a member of the appropriate trade or other organisation where the law requires it.

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: Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to a Request for Proposal.

This procurement will be managed electronically via the Crown Commercial Service's e-Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite.

If Bidders have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for CCS eSourcing'. Please note that, to register, Bidders must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so.

Full instructions for registration and use of the system can be found at: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once you have registered on the e-Sourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing expressionofinterest@ccs.gsi.gov.uk

Your email must clearly state:

- the name and reference for the procurement you wish to register for;
- the name of the registered supplier;
- the name and contact details for the registered individual sending the email.

Crown Commercial Service (CCS) will process the email and then enable the Bidder to access the procurement online via the e-Sourcing Suite.

The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service (CCS) Helpdesk: Freephone: +44 3450103503, email: supplier@ccs.gsi.gov.uk

Training support to respond to a requirement is available to bidders at: <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

Responses must be published by the date in IV.3.4.

III.2.2. Economic and financial ability

List and brief description of conditions: Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to Request for Information and the Request for Proposal.

The sourcing documents can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1.

We will also require to see at least one of the following documents:

Note — if you have been trading for more than 3 years we will require you to produce Document 1.

Document 1 — A copy of your audited accounts for the most recent 2 years.

Document 2 — A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.

Document 3 — A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Document 4 — Alternative means of demonstrating financial status if trading for less than a year.

Document 5 — Parent Company accounts (if applicable).

Document 6 — Deeds or guarantee.

Document 7 — Accountants references.

Document 8 — Management accounts.

Document 9 — Financial projections including cash flow forecasts.

Document 10 — Details and evidence of previous contracts.

III.2.3. Technical and professional ability

List and brief description of conditions:

Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to the Request for Proposal.

The sourcing documents can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1.

The Contracting Authority may have regard to any of the following means in its assessment:

(a) A list of the reasonably similar training facilitation contracts carried out over the services carried out in the past three years, accompanied by references of satisfactory execution for the most important service contracts. These references shall indicate the value, date and operational area of the training services contracts.

(b) An schedule of the numbers of staff/persons involved, whether or not belonging directly to the economic operator's undertaking, any staff responsible for quality control.

(c) A description of the facilities and measures used by the supplier or service provider for ensuring quality. A description of the quality assurance system(s).

(d) Where the training 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 Bidder 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.

(e) the 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 e.g. professionals/ trainers/director responsible for providing the training services or managing the work.

(f) for training services contracts, and if appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the

contract. (If applicable)

(g) a statement of the average annual manpower of the service provider or contractor and the number of teaching/training staff for the last three years?.

(h) a statement of the resources available to the service provider for carrying out the contract and intended to be available if this contract awarded

(i) an indication of ANY proportion of the contract which the services provider intends possibly to subcontract.

(j) An quality certificates drawn up by recognised competence attesting the conformity of training services, clearly identified by references to specifications or standards.

Minimum level(s) of standards possibly required:

BIS is aware that some of those who may wish to bid for the contract for the management and administration of the matrix Standard do themselves need to be matrix certified in order to carry out other work that they do.

The fact that a bidder is already required to maintain a matrix Standard certification should be disclosed in the tender response, but will not preclude the bid from being evaluated.

As a result of discussions with the successful bidder, BIS may propose that they consider gaining matrix Standard certification (if they do not already hold it) for the information, advice and guidance services they provide.

BIS will ensure when renewal of certification is due, or initial assessment is requested, that objectivity is maintained.

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: yes

Reference to the relevant law, regulation or administrative provision: Contract assessments are carried out by independent matrix practitioners.

BIS is aware that some of those who may wish to bid for the contract for the management and administration of the matrix Standard do themselves need to be matrix certified in order to carry out other work that they do.

The fact that a bidder is already required to maintain a matrix Standard certification should be disclosed in the tender response, but will not preclude the bid from being evaluated.

As a result of discussions with the successful bidder, BIS may propose that they consider gaining matrix Standard certification (if they do not already hold it) for the information, advice and guidance services they provide.

BIS will ensure when renewal of certification is due, or initial assessment is requested, that objectivity is maintained.

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

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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

UK SBS PS150010

IV.3.2. Previous publication concerning this procedure

no

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: 14.9.2015 - 12:00
Payable documents: no

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

18.9.2015 - 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: 18.9.2015 - 14:01

Place:

Electronically, via web based portal

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 expressly reserves the right:

- (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and
- (ii) to make whatever changes it may see fit to the content and structure of the procurement; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates.

If the Contracting Authority decides to enter into an Contract Agreement with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded.

Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of Bidders.

Any orders placed under this Agreement will form a separate contract under the scope of this Contract Agreement between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the Contract may reserve the right to use any electronic portal during the life of the agreement.

The value provided in Section II.1.4 is only an estimate. We cannot guarantee to Bidders any business through this agreement.

UK Shared Business Services Ltd wishes to establish a Agreement with a sole supplier contract to run and manage the matrix standard. Invoices for programme delivery of assessment fees and daily rates at the agreed rates to third party clients should be submitted directly to those clients for their payment. For full details please Background of and Specification of the Management of the BIS matrix standard in Section 4 of the RFP Request for Proposal Document.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Precise information on deadline(s) for lodging appeals The Contracting Authority will notify each and all suppliers why they were unsuccessful at stages of this tender exercise. Such additional information should be requested from the address in section I.1. The Public Contracts (Amendment) Regulations 2009 also clarify that a letter received from an unsuccessful bidder is not in itself enough to extend the legal standstill period and prevent the authority signing the contract. To do so, a bidder must actually go to court, issue proceedings, and serve them. If an appeal regarding the award of the contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) as amended by The Public Contracts (Amendment) Regulations 2009, provide for aggrieved parties who have been harmed or are at a risk of harm by 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

Official name: UK Shared Business Services Ltd.

Postal address: North Star House, North Star Way

Town: Swindon

Postal code: SN2 1FF

Country: United Kingdom

E-mail: policy@uksbs.co.uk

Internet address: www.uksbs.co.uk

VI.5.

Date of dispatch of this notice

30.7.2015