

United Kingdom-Maidstone: Guidance and counselling services

OJ S 169/2015 02/09/2015

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: Kent Police and Crime Commissioner

Postal address: Kent Police Headquarters, Sutton Road

Town: Maidstone

Postal code: ME15 9BZ

Country: United Kingdom

For the attention of: Claire Ward, Karen King

E-mail: procurementservices@kent.pnn.police.uk

Telephone: +44 1474366650

Internet address(es):General address of the contracting authority: <http://www.kent.police.uk/>Electronic submission of tenders and requests to participate: <https://kentpolice.bravosolution.co.uk>[bravosolution.co.uk](https://kentpolice.bravosolution.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

Public order and safety

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

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

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

Kent Victims' Engagement and Support Service.

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

Services

Service category No 25: Health and social services

Main site or place of performance: Kent.

NUTS code UKJ4 Kent

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

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

Estimated value excluding VAT:

Range: between 2 450 000 and 6 150 000 GBP

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

The Contracting Authority invites interest from suitably experienced service providers for the provision of a Kent Victims Engagement Support Service for the county of Kent for a 3 year period from 1.4.2016 with the option for a further 3 year extension.

II.1.6. CPV code(s)

85312300 Guidance and counselling services, 85312400 Welfare services not delivered through residential institutions, 85312500 Rehabilitation 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

The Kent Police and Crime Commissioner is looking for a lead partner to provide innovative and tailored local services to meet the needs of victims of crime in Kent. By delivering services locally, the Commissioner is aiming to continue to improve the services provided to victims. The Commissioner's Office is looking for a lead service partner to deliver these services tailoring the care and service to each victim. The Commissioner's vision for Kent would see the chosen partner working with the Kent Police Witness Care Unit on a co-located basis in specifically provided premises in Ashford (Kent) but also developing outreach in the community. Our victims come from diverse backgrounds and will have differing needs and we would expect the service to be flexible in its delivery to enable support to be tailored to the individual. In addition, the service partner will need to be able to have or develop effective links with other organisations and charities who can assist with delivery of specialist services and track outcomes.

It is anticipated that any contract will run for a period of 3 years from 1.4.2016 with the option to extend for a possible further period of up to 3 years in 1 year lots at the sole discretion of the Contracting Authority.

The funds available for Year 1 is set at 950 000 GBP. Whilst no indication is currently available, you should be aware that pressure from the comprehensive spending review may reduce the figure to a minimum of 750 000 GBP for future years based on the current specification. Full details are set out in the invitation to tender document. Further money, may be available for specific innovation projects.

An interim arrangement is currently in place and it is anticipated that TUPE will apply.

Estimated value excluding VAT:

Range: between 2 450 000 and 6 150 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Option to extend for a possible further period of up to 3 years in 12 month blocks at the sole discretion of the Contracting Authority.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Start 1.4.2016. Completion 31.3.2019

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The Contracting Authority reserves the right to require bonds, guarantees or other forms of undertaking and these are set out in the invitation to tender documents.

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

Full details shall be included within the invitation to tender/related tender documentation to be issued by procurement services on behalf of The Kent Police and Crime Commissioner. Payment will be in Great British Pounds (GBP) and will be made by means of electronic transfer. Details shall be as set out in the invitation to tender document.

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

The Contracting Authority reserves the right to require tenderers to take legal form or to require 1 party to take primary liability or to require that each party take joint and several liability.

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: Tenderers will be required to complete a suitability questionnaire (Part B of the ITT). The Contracting Authority will use this to evaluate suppliers on economic and financial standing, technical capacity and ability to ensure they meet the Contracting Authority's minimum requirements. This will include, but not limited to name, address, telephone number, contact details, status (sole trader, partnership, private or public company) together with the length of trading, parent or holding company details and other subsidiary companies within the group (if applicable). Failure to meet the minimum standard may prevent the tender submission from progressing further.

Suppliers Instructions on How to Participate in this Tender:

1. Register your company on the e-Sourcing portal (this is only required once):
 - Browse to the e-Sourcing Portal: <https://kentpolice.bravosolution.co.uk> and click the link to 'Register',
 - Accept the terms and conditions and click 'Continue',
 - Enter your correct business and user details,
 - Note the username you chose and click 'Save' when complete,

- You will shortly receive an email with your unique password (please keep this secure),
- Login to the portal with the username/password,
- Click the 'PQQs / ITTs Open To All Suppliers' link (these are pre qualification questionnaires or invitations to tender open to any registered supplier),
- Click on the relevant PQQ/ ITT to access the content,
- Click the 'Express Interest' button at the top of the page,
- This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page (this is a secure area reserved for your projects only),
- You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.

Responding to the tender:

- Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason, if declining),
 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification,
 - Note the deadline for completion, then follow the on-screen instructions to complete the PQQ/ ITT,
 - There may be a mixture of online and offline actions for you to perform (there is detailed online help available),
 - You must then submit your reply using the 'Submit Response' button at the top of the page.
- If you require any further assistance, please consult the online help or contact the e-Tendering help desk.

III.2.2. Economic and financial ability

List and brief description of conditions: As Section III.2.1) above.

III.2.3. Technical and professional ability

List and brief description of conditions:
As Section III.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

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

2015/039

IV.3.2. Previous publication concerning this procedure

Notice number in the OJ S: [2015/S 67-119270](#) of 4.4.2015

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

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

2.11.2015 - 13:00

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

VI.2. Information about European Union funds

VI.3. Additional information

The Kent Police and Crime Commissioner intends to use an e-Tendering system in this procurement exercise. The tender and supporting documents must be priced in pounds sterling and all payments made under the terms of contract. The contract shall be made in England and according to English Law. The contract is subject to the exclusive jurisdiction of the English Courts. Interested parties wishing to be considered for appointment as a provider of these services should submit an ITT in compliance with the instructions and within the prescribed deadline. All discussions, correspondence and all meetings will be conducted in English. The Contracting Authority reserves the right not to make any award and reserves the right to accept all or part of any tender. The Freedom of Information Act (FoIA) applies to the Contracting Authority. If any supplier considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to FoI requests be examined in light of exemptions provided for in the Act.

VI.4. Procedures for review

VI.4.1. Review body

Official name: The Royal Courts of Justice
Town: London
Postal code: WC2A 2LL
Country: United Kingdom
Telephone: +44 2079476000

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Kent Police and Crime Commissioner will incorporate a minimum of 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) 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). Any such action must be brought promptly (generally within 1 month).

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

VI.5. Date of dispatch of this notice

27.8.2015