

United Kingdom-Bristol: Training programme services

OJ S 172/2016 07/09/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Higher Education Funding Council for England

Postal address: Nicholson House, Lime Kiln Close, Stoke Gifford

Town: Bristol

Postal code: BS34 8SR

Country: United Kingdom

Internet address(es):General address of the contracting authority: <http://www.hefce.ac.uk/>**Additional information can be obtained from:**

Official name: UK Shared Business Services Ltd

Contact person: Al Staunton-Lambert

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

Tenders or requests to participate must be submitted: Official name: UK Shared Business Services LtdE-mail: ExpressionOfInterest@crowncommercial.gov.ukInternet 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 Higher Education Funding Council for England

Postal address: Nicholson House, Lime Kiln Close, Stoke Gifford

Town: Bristol

Postal code: BS34 8SR

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 PS16147 Leadership development — personal impact and influence.

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

Services

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)

Aims

As part of a leadership and management development programme for middle managers HEFCE is seeking to identify a provider of a module which covers personal impact and influence.

The aim of this tender exercise is to identify a provider who can run this module. The module will be piloted and evaluated. If successful the module will be modified as appropriate and rolled out.

Subject to performance we would aim to retain the same provider for a maximum of 3 years, release on a 1+1+1 yearly basis.

Objectives:

- client briefing meeting to fully understand the requirement, and propose any additional research required;
- provide broad outline of draft programme for agreement by HEFCE;
- design and pilot the programme;
- work with HEFCE to evaluate the programme, including obtaining feedback from HEFCE staff, and make any necessary adjustments to the programme;
- ongoing delivery of the programme as required by HEFCE (specific dates to be agreed);
- working with HEFCE, ongoing evaluation of the programme, including obtaining feedback from HEFCE staff, and make any necessary adjustments to the programme.

Scope.

The requirement is to:

Gain a detailed understanding of HEFCE's needs;

- Design a programme that aims to develop middle manager leadership and management skills and capabilities in the area of personal impact, confidence and influence;
 - The programme should fully explore theory and practice, as well as case studies. HEFCE would also expect to see implementation and continuous development built into the programme;
 - Advise on the length of the programme (we would expect it to be twice a year over the potential 3-year contract period. Once appointed we want the provider to advise on the length of the programme per cohort (and people per cohort), based on their findings following fact finding);
 - Deliver and evaluate a pilot programme, seeking feedback from delegates, by end December 2016;
 - Discuss pilot with HEFCE and agree next steps;
 - Subject to the outcome of the pilot, run the programme approximately twice a year for up to 3 years, evaluating and making improvements each time as necessary.
- Please refer to the tender documentation for the full specification.

II.1.6. CPV code(s)

80521000 Training programme services, 80570000 Personal development training services, 80522000 Training seminars, 80532000 Management training 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

Estimated value excluding VAT: 150 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

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, SPV, Partnership should ideally have a designated lead service provider, all members will have joint and several liability in respect of the obligations and liabilities to any contract or framework and any subsequent contracts awarded under the same.

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.

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 will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing regulatory needs and law, plus the protection of national security.

Suppliers (including SPV's, Consortia and Partnerships) may be required to clearly demonstrate recent successful experience in similar projects and environments.

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: All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts)

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

If Bidders have not yet registered on the eSourcing 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. Note: registration may take some time please ensure that you allow a sufficient amount of time to register.

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 eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing ExpressionOfInterest@crowncommercial.gov.uk

Your email must clearly state:

the name and reference for the procurement you wish to register for;

Your organisations full name as a 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 applicable to this opportunity.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service (CCS) Helpdesk (Not UK SBS Ltd): Freephone: 0345 010 3503

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 received by the date in IV.3.4).

Responses received outside or concurrently using the eSourcing process will not be accepted or considered further for this opportunity.

III.2.2. Economic and financial ability

List and brief description of conditions: Candidates will be assessed in accordance with the Public Contracts Regulations 2015.

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

a. A copy of the audited accounts for the most recent 2 years;

- b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
- c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
- d. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

Minimum level(s) of standards possibly required: All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts)

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

III.2.3. Technical and professional ability

List and brief description of conditions:

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts).

The sourcing documents can be accessed using the instructions detailed in III.2.1).

Project specific requirements.

The Contracting Authority requires all interested parties to sign a Non Disclosure Agreement prior to being able to access the sourcing documents.

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

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: yes

Additional information about electronic auction:

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

UK SBS PS16147 Leadership development – personal impact and influence

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: 13.10.2016 - 14:00

Payable documents: no

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

14.10.2016 - 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: 14.10.2016 - 14:00

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 a Contract 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.

UK Shared Business Services Ltd wishes to establish an agreement for use by the following UK public sector bodies (and any future successors to these organisations)

Core Customers: Associated Bodies.

The Contract will be open for use by The Higher Education Funding Council for England.

UK Shared Business Services Ltd are able to accept unstructured electronic invoicing.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

Official name: UK Shared Business Services Ltd

Postal address: North Star House, North Star Avenue

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

2.9.2016