

**United Kingdom-Edinburgh: Information technology services**

OJ S 174/2016 09/09/2016

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Scottish Futures Trust

Postal address: 11-15 Thistle Street

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH2 1DF

Country: United Kingdom

E-mail: [mailbox@scottishfuturestrust.org.uk](mailto:mailbox@scottishfuturestrust.org.uk)

Telephone: +44 1315100800

**Internet address(es):**Main address: <http://www.scottishfuturestrust.org.uk>Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13383](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13383)**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

General public services

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

IT Managed Services.

**II.1.2. Main CPV code**

72222300 Information technology services

**II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

The Scottish Futures Trust (hereafter 'SFT') is seeking to appoint a single provider to manage its information, communication and technology services.

### **II.1.5. Estimated total value**

Value excluding VAT: 250 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

72222300 Information technology services

### **II.2.3. Place of performance**

NUTS code: UKM25 Edinburgh

Main site or place of performance: 11-15 Thistle Street, Edinburgh, EH2 1DF.

### **II.2.4. Description of the procurement**

The Services required are set out in Section B of the Invitation to Tender attached to this Notice.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 250 000,00 GBP

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The Services are to be provided for a period of 3 years, unless terminated earlier in accordance with the Contract Documents. SFT retains the right at its sole discretion to extend the contract period for a further year.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

### **II.2.14. Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015. (See part III of ESPD).

## Section III: Legal, economic, financial and technical information

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### III.1. Conditions for participation

#### III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country which they are established. (See question 4 of ESPD).

Where it is required within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships. (See question 4 of ESPD).

#### III.1.2. Economic and financial standing

Minimum level(s) of standards possibly required:

Bidders will be required to have an average yearly turnover of a minimum of 250 000 GBP in the business area covered by the contract for the previous 3 years. (See question 4 of ESPD).

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

It is a requirement that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

A public liability insurance policy (including coverage for damage to SFT's property on any SFT premises for which the bidder is liable) with a limit of at least 10 000 000 GBP per claim;

Property damage insurance (covering the bidder's property and damage to any SFT property permanently located on a bidders site) with a limit of at least 2 000 000 GBP per claim;

A professional indemnity insurance policy with a limit of at least 5 000 000 GBP per claim; and Employer's liability insurance with a limit of at least 10 000 000 GBP per claim.

(See question 4 of the ESPD).

### III.2. Conditions related to the contract

#### III.2.2. Contract performance conditions

It shall be a requirement of the contract that the successful economic operator confirms that they are a member of the Microsoft Partner Network, holding 1 or more of the following competencies: Small and Mid-Market Cloud Solutions; Cloud Productivity; Collaboration and Content; Cloud Platform; and Mid-Market Solution provider.

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Open procedure

#### IV.1.3. Information about a framework agreement or a dynamic purchasing system

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

### IV.2. Administrative information

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 07/10/2016 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 07/10/2016 Local time: 14:00

Place:

Edinburgh.

Information about authorised persons and opening procedure: Tenders will be opened using the secure postbox facility by 2 members of SFT staff.

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3. Additional information**

SFT requires separate ESPD responses from subcontractors upon whose capability and capacity the main bidder relies in order to meet the selection criteria. If the ESPD verifies that there are mandatory grounds for exclusion of any such subcontractor, SFT will require the bidder to replace that subcontractor. SFT reserves the right to require the replacement of such a subcontractor to which any of the discretionary grounds for exclusion apply.

SFT reserves the right to request a separate ESPD response from subcontractors on whose capability and capacity the main bidder does not rely on in order to meet the selection criteria. SFT requires a separate ESPD response from each member of a consortium to ensure that no members are included that should be excluded, and that they all meet the relevant selection criteria.

SFT shall not be liable for any costs (including, without prejudice to the generality, any third party costs, fees or expenses) incurred by those expressing an interest in or tendering for this contract opportunity.

SFT reserves the right to withdraw from or discontinue the procurement process, which shall include the right not to award as a result of this call for competition.

Tenders and all supporting documentation for the contract must be in English and must be priced in Pounds Sterling (GBP).

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland web site at: [http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=460339](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=460339)

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at: [http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. The Contracting Authority does not intend to include a sub-contract clause in this contract. Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Tenderers should note that SFT is committed to fair work practices, and is an accredited Living Wage Employer. It encourages all its suppliers to adopt fair work practices, including paying their employees the Living Wage. Suppliers should describe as part of their response to this question their approach to fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.

(SC Ref:460339).

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Scottish Courts and Tribunal Services

Postal address: Saughton House, Broomhouse Drive

Town: Edinburgh

Postal code: EH11 3XD

Country: United Kingdom

E-mail: [enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Telephone: +44 1314443300

Internet address: <http://www.scottishfuturestrust.org.uk>

##### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Following the notification of the intention to award the contract, SFT will adopt a minimum 10 day standstill period prior to entering into the contract with the successful bidder. Any dissatisfied economic operator is expected to comply with the review procedures set out in the Public Contracts (Scotland) Regulations 2015.

##### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Scottish Courts and Tribunal Services

Postal address: Saughton House, Broomhouse Drive

Town: Edinburgh

Postal code: EH11 3XD

Country: United Kingdom

E-mail: [enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Telephone: +44 1314443300

Internet address: [www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)

##### **VI.5. Date of dispatch of this notice**

06/09/2016