

UK-Sheffield: education and training services

OJ S 211/2012 01/11/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: Skills for Justice

Postal address: Distington House, 26 Atlas Way

Town: Sheffield

Postal code: S4 7QQ

Country: United Kingdom

For the attention of: Tender Team

E-mail: [tenders@skillsforjustice.com](mailto:tenders@skillsforjustice.com)

Telephone: +44 1142611499

**Internet address(es):**

General address of the contracting authority: <http://www.skillsforjustice.com>

**Additional information can be obtained from:**

Official name: Skills for Justice

Postal address: Distington House, 26 Atlas Way

Town: Sheffield

Postal code: S4 7QQ

Country: United Kingdom

For the attention of: Tender Team

E-mail: [tenders@skillsforjustice.com](mailto:tenders@skillsforjustice.com)

Internet address: <http://www.skillsforjustice.com>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Skills for Justice

Postal address: Distington House, 26 Atlas Way

Town: Sheffield

Postal code: S4 7QQ

Country: United Kingdom

For the attention of: Tender team

E-mail: [tenders@skillsforjustice.com](mailto:tenders@skillsforjustice.com)

Telephone: +44 1656750133

Internet address: <http://www.skillsforjustice.com/About-us/Invitations-to-Tender>

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Other: Charity

**I.3. Main activity**

Education

**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

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### II.1. Description

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

Supply of Higher Apprenticeships to the Welsh Legal Services Sector.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: Wales, United Kingdom.

NUTS code UKL Wales

#### 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

Maximum number Envisaged maximum number of participants to the framework agreement  
: 10

##### Duration of the framework agreement

Duration in months: 20

In the case of framework agreements, provide justification for any duration exceeding 4 years:  
N/A.

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

Estimated value excluding VAT:

Range: between 150 000 and 1 000 000 GBP

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

Skills for Justice has secured funding to develop and pilot a new Higher Apprenticeship framework in Legal Services, where non-graduates can meet the growing need for 'paralegals'. The aim of this process is to identify a suitable contractor to deliver the new Level 4 Legal Services Apprenticeship once developed to 50 apprentices by the end of November 2014.

The Sector Priorities Fund Pilot Programme (SPFP Programme) is a Welsh Government and European Social Fund initiative managed by the Department for Education and Skills (DfES). The Programme aims to pilot strategic project activity with Sector Skills Councils (SSCs) in order to inform recommendations that will ensure the delivery of post-16 skills provision is more responsive and aligned to the needs of employers. All projects must end by December 2014, including all project reporting and financial returns therefore all delivery must be completed by the end of November 2014.

A Legal Services Higher Apprenticeship is already in development in England and will provide a basis for a Higher Apprenticeship in Wales. We expect the English framework to be available in December 2012 and will issue detailed guidance on the qualifications within the framework, the size, credits, assessment strategy and other information to Suppliers successful at the PQQ stage when the ITT is published in early 2013. We will also confirm which Awarding Organisation(s) will be offering the Apprenticeship's qualifications and any Provider requirements in relation to this.

The aim of the project is to develop and pilot innovative and sustainable delivery mechanisms to support the implementation of the Higher Level Apprenticeship framework for the Welsh Legal Services sector. We anticipate the majority of delivery to take place in the South West

region due to the high concentration of legal practices in Cardiff and the expansion in recent years of Swansea based legal practices.

The Level 4 Higher Apprenticeship (L4 HA) in Legal Services will build on the recent creation of National Occupational Standards for the Legal Services sector, a L4 HA in England, and expected further developments in England at Levels 2 and 3.

The HA will contribute to maintaining a world class Legal Services sector. The growth and success of the legal services sector in Wales is highly dependent on cost efficiency and client confidence in the quality of services and the competence of those delivering them. By providing a cost effective non-graduate entry route and a clear, nationally recognised training pathway, HA's provide opportunities for talented people from diverse backgrounds and increase accessibility to jobs in the legal services sector.

Community Benefits do not apply to this contract.

**II.1.6. CPV code(s)**

80000000 Education and training services, 80400000 Adult and other education services, 80500000 Training services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

See PQQ for details. A total of fifty individuals will be required to complete the qualification.

**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: 20 (from the award of the contract)

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

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

**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**

**III.1.4. Contract performance conditions**

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

Description of particular conditions: All Apprenticeship delivery MUST have been completed by end November 2014 and all funding claims MUST also have been submitted by this date.

The Provider must demonstrate their ability to deliver the programmes and provide materials in both Welsh and English.

## **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: (a) is bankrupt or is being wound up, whose affairs are being administered by the courts, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the courts or for an arrangement with creditors or is the subject of any other similar proceeding under national laws or regulations;

(c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(g) is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: (a) bank statement and/or evidence of professional risk indemnity insurance;

(b) balance sheets or extracts of balance sheets;

(c) statement of turnover for a maximum of the last three years.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

(d) a description of technical facilities and measures used to ensure quality;

(e) educational and professional qualifications of the supplier and staff responsible for performing the contract;

(f) where appropriate, an indication of the environmental management measures that would be applied when performing the contract;

(g) a statement of average annual manpower and number of staff in the last 3 years;

(j) where appropriate, samples, descriptions and photographs of products and quality assurance certificates.

### **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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **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**

Envisaged number of candidates: Minimum of 6

##### **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**

L251012

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **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**

26.11.2012 - 17:00

##### **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**

##### **IV.3.8. Conditions for opening of tenders**

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

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##### **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: yes

Identification of the project: The Sector Priorities Fund Pilot Programme (SPFP) is a Welsh Government and European Social Fund initiative managed by the Department for Education and Skills (DfES).

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

Buy4Wales Reference Number: 32433.

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

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

Official name: Skills for Justice  
Postal address: Distington House, 26 Atlas Way  
Town: Sheffield  
Postal code: S4 7QQ  
Country: United Kingdom  
E-mail: [tenders@skillsforjustice.com](mailto:tenders@skillsforjustice.com)  
Telephone: +44 1142611499  
Internet address: <http://www.skillsforjustice.com>

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Skills for Justice will incorporate a minimum 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. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from [tenders@skillsforjustice.com](mailto:tenders@skillsforjustice.com).

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) 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 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. [The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into].

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

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

26.10.2012