

UK-Dudley: personnel and payroll services
OJ S 214/2012 07/11/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Healthcare Commissioning Services

Postal address: St John's House

Town: Dudley

Postal code: DY2 8PP

Country: United Kingdom

For the attention of: Mike Evans

E-mail: mike.evans@wmhccs.nhs.uk

Internet address(es):

General address of the contracting authority: <https://hccs.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

National or federal agency/office

I.3. Main activity

Health

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

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

Section II: Object of the contract

II.1. Description

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

HR, Recruitment and Payroll Services for a group of NHS Trusts in London and the South East of England.

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

Services

Service category No 27: Other services

NUTS code UKJ South East (England)

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 a single operator

Duration of the framework agreement

Duration in years: 7

In the case of framework agreements, provide justification for any duration exceeding 4 years: 7 years with the option to extend for a further 3 years.

To allow time for the establishment of a shared service for the provision of the services to NHS Trusts in the South East of England. This may require significant capital investment, and may involve the migration of organisations to the shared service, and have implications for development and maintenance of a technology platform.

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

A group of NHS Trusts in London and the South East of England want to outsource transactional HR, Recruitment & Payroll Services to a shared Service Centre operated by an appropriate third party provider, enabling the participating trusts to make significant cost savings and reduce the time spent on managing those activities, so that those resources can be channelled into patient facing services, while also introducing improved quality and innovation by using an experienced service provider with access to technology and know-how not possessed by the Trusts.

Trusts currently involved in the project:-

1. Kings College Hospital NHS Foundation Trust (Framework Agreement Lead)
2. Royal Surrey County Hospital Foundation Trust
3. Ashford & St Peter's Hospitals NHS Foundation Trust
4. Kingston Hospital NHS Trust
5. South London and Maudsley NHS Foundation Trust
6. South London Healthcare NHS Trust

None of the above trusts guarantee that they will action a contract under the framework agreement.

It is possible that one more trust may join the procurement prior to ITT stage.

Other NHS Trusts in the former London and South East Coast SHA regions (based on old SHA regions) (inc. successor organisations of SHAs and NHS trusts) may wish to access the framework agreement in the future.

II.1.6. CPV code(s)

79631000 Personnel and payroll services, 75112000 Administrative services for business operations, 79600000 Recruitment services, 79211110 Payroll management services, 79631000 Personnel and payroll 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: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The figures below are an estimate only and based on 6 trusts taking out a contract under the framework over a period of 7 years, and are based on providing these services to 30 000 staff. Estimated value excluding VAT:

Range: between 11 000 000 and 24 000 000 GBP

II.2.2. Information about options

II.2.3. Information about renewals

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

Start 1.11.2013.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Parent company or other guarantees may be required in certain circumstances. See the invitation to offer for further details.

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

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: Any supplier may be disqualified who: (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or 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 court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations; (c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct; (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate; (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 with 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 with those of the country of the contracting authority; (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information; (h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA; (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively; (j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities; (k) has been the subject of a

conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

III.2.2. Economic and financial ability

List and brief description of conditions: The following may be requested in assessing potential bidders' economic and financial capacity:- (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance; (b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established; (c) a statement of overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last two financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available. Please refer to the Pre-Qualification Questionnaire and/or Memorandum of Information for specific requirements.

III.2.3. Technical and professional ability

List and brief description of conditions:

Healthcare Commissioning Services requires that potential bidders, in submitting their expression of interest, complete procurement specific information in the form of a Pre-Qualification Questionnaire (PQQ) available at <https://hccs.bravosolution.co.uk>. Failure to respond to the PQQ as required will result in an incomplete expression of interest. Please refer to Section VI.3) below for additional information.

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

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: Please refer to the PQQ and Memorandum of Information.

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

IV.3. Administrative information

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

project_181

IV.3.2. Previous publication concerning this procedure

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

6.12.2012 - 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

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

If and when this requirement is offered to tender, this will be done via electronic means using the internet, and may also be through the medium of an electronic reverse auction.

Healthcare Commissioning Services is conducting this procurement exercise as a central purchasing body for other NHS bodies (please refer to the PQQ and/or MOI for details) with whom the successful bidder will enter into the framework agreement for the supply of the services.

The contract conditions will be set out in the Invitation to Tender. Further details will be made available via documentation and information released during the course of the tender process.

Submission of expression of interest and procurement specific information This exercise will be conducted on the Healthcare Commissioning Services portal at:- <https://hccs.bravosolution.co.uk>. Candidates wishing to be considered must register their expression of interest & provide additional procurement-specific information (by completing a PQQ) through the portal as follows: i) Candidates should register (if not already registered) on the portal at <https://hccs.bravosolution.co.uk> (registration and use of the website is free of charge) If your organisation has registered previously, you can use your existing registration and do not need to re-register. ii) Once registered, candidates must express interest by a) logging-in to the Healthcare Commissioning Services eTendering portal, b) selecting response to advert and PQQ, c) select Open Access PQQ, d) search for and access listing related to this contract and view details (reference pqq_222), e) click on Express Interest link iii) Once you have expressed interest, access the My PQQs page where you can download documentation & construct your reply as instructed. You must

submit your reply on the website by the deadline stated. For technical support in submitting your expression of interest contact the BravoSolution Help-desk on +44 8003684850 or help@bravosolution.co.uk.

VI.4. Procedures for review

VI.4.1. Review body

Official name: King's College Hospital NHS Foundation Trust

Postal address: Denmark Hill

Town: London

Postal code: SE5 9RS

Country: United Kingdom

Telephone: +44 2032999000

Fax: +44 2032993445

Internet address: www.kch.nhs.uk

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

5.11.2012