

United Kingdom-Livingston: General public services
OJ S 192/2017 06/10/2017
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Improvement Service
Postal address: iHub, Quarrywood Court
Town: Livingston
NUTS code: UK United Kingdom
Postal code: EH54 6AX
Country: United Kingdom
Contact person: Andrea Balogh
E-mail: andrea.balogh@improvementservice.org.uk
Telephone: +44 1506282396

Internet address(es):

Main address: www.improvementservice.org.uk
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10882

I.1. Name and addresses

Official name: Dumfries and Galloway Council
Postal address: Procurement Team, Carruthers House
Town: Dumfries
NUTS code: UKM92 Dumfries & Galloway
Postal code: DG1 2HP
Country: United Kingdom
E-mail: tracey.cliffe@dumgal.gov.uk
Telephone: +44 1387260612

Internet address(es):

Main address: <http://www.dumgal.gov.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00219

I.1. Name and addresses

Official name: Dundee City Council
Postal address: Dundee House, 50 North Lindsay Street
Town: Dundee
NUTS code: UKM71 Angus and Dundee City
Postal code: DD1 1NZ
Country: United Kingdom
E-mail: eprocurement@dundeecity.gov.uk
Telephone: +44 1382434000
Fax: +44 1382433045

Internet address(es):

Main address: www.dundee.gov.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

I.1. Name and addresses

Official name: East Renfrewshire Council

Postal address: Eastwood HQ, Eastwood Park,

Town: Giffnock

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: G46 6UG

Country: United Kingdom

E-mail: purchasing@eastrenfrewshire.gov.uk

Telephone: +44 1415778591

Internet address(es):

Main address: <http://www.eastrenfrewshire.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183

I.1. Name and addresses

Official name: Falkirk Council

Postal address: Municipal Buildings, West Bridge Street

Town: Falkirk

NUTS code: UKM76 Falkirk

Postal code: FK1 5RS

Country: United Kingdom

E-mail: pcu@falkirk.gov.uk

Telephone: +44 1324506566

Internet address(es):

Main address: <http://www.falkirk.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184

I.1. Name and addresses

Official name: Glasgow City Council

Postal address: Chief Executives Department, City Chambers

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G2 1DU

Country: United Kingdom

E-mail: corporateprocurement@glasgow.gov.uk

Telephone: +44 1412872000

Fax: +44 1412879399

Internet address(es):

Main address: www.glasgow.gov.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

I.1. Name and addresses

Official name: Moray Council

Postal address: High Street

Town: Elgin
NUTS code: UKM62 Inverness & Nairn and Moray, Badenoch & Strathspey
Postal code: IV30 1BX
Country: United Kingdom
E-mail: procurement@moray.gov.uk
Telephone: +44 1343563137

Internet address(es):

Main address: <http://www.moray.gov.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00160

I.1. Name and addresses

Official name: Perth & Kinross Council
Postal address: 2 High Street
Town: Perth
NUTS code: UKM77 Perth & Kinross and Stirling
Postal code: PH1 5PH
Country: United Kingdom
E-mail: contracts@pkc.gov.uk
Telephone: +44 1738475000

Internet address(es):

Main address: <http://www.pkc.gov.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372

I.1. Name and addresses

Official name: Shetland Islands Council
Postal address: Town Hall, Hillhead
Town: Lerwick
NUTS code: UKM66 Shetland Islands
Postal code: ZE1 0HB
Country: United Kingdom
E-mail: contract.admin@shetland.gov.uk
Telephone: +44 1595744595

Fax: +44 1595744509

Internet address(es):

Main address: www.shetland.gov.uk
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402

I.1. Name and addresses

Official name: South Ayrshire Council
Postal address: County Buildings, Wellington Square
Town: Ayr
NUTS code: UKM94 South Ayrshire
Postal code: KA7 1DR
Country: United Kingdom
E-mail: procurement@south-ayrshire.gov.uk
Telephone: +44 3001230900

Internet address(es):

Main address: <http://www.south-ayrshire.gov.uk/procurement/>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00405

I.1. Name and addresses

Official name: South Lanarkshire Council
Postal address: Council Headquarters, Almada Street
Town: Hamilton
NUTS code: UKM95 South Lanarkshire
Postal code: ML3 0AA
Country: United Kingdom
E-mail: procurement_service@southlanarkshire.gov.uk
Telephone: +44 1698454448

Internet address(es):

Main address: <http://www.southlanarkshire.gov.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410

I.1. Name and addresses

Official name: Stirling Council
Postal address: Strategic Procurement, Old Viewforth
Town: Stirling
NUTS code: UKM77 Perth & Kinross and Stirling
Postal code: FK8 2ET
Country: United Kingdom
E-mail: procurement@stirling.gov.uk
Telephone: +44 1786233384

Internet address(es):

Main address: <http://www.stirling.gov.uk/procurement>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00146

I.1. Name and addresses

Official name: Scotland Excel
Postal address: Renfrewshire House, Cotton Street
Town: Paisley
NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire
Postal code: PA1 1AR
Country: United Kingdom
E-mail: contactus@scotland-excel.org.uk
Telephone: +44 3003001200
Fax: +44 1416187423

Internet address(es):

Main address: <http://www.scotland-excel.org.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383

I.1. Name and addresses

Official name: Argyll and Bute Council
Postal address: Kilmory
Town: Lochgilphead
NUTS code: UKM Scotland

Postal code: PA31 8RT

Country: United Kingdom

E-mail: procurement@argyll-bute.gov.uk

Telephone: +44 1546604239

Internet address(es):

Main address: <http://www.argyll-bute.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00063

I.1. Name and addresses

Official name: Fife Council

Postal address: Fife House, North Street

Town: Glenrothes

NUTS code: UKM72 Clackmannanshire and Fife

Postal code: KY7 5LT

Country: United Kingdom

E-mail: enquiry.procurement@fife.gov.uk

Telephone: +44 3451550000

Internet address(es):

Main address: <http://www.fifedirect.org.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.1. Name and addresses

Official name: The Highland Council

Postal address: Council Headquarters, Glenurquhart Road

Town: Inverness

NUTS code: UKM62 Inverness & Nairn and Moray, Badenoch & Strathspey

Postal code: IV3 5BX

Country: United Kingdom

E-mail: Michelle.Morris@highland.gov.uk

Telephone: +44 1349886606

Internet address(es):

Main address: <http://www.highland.gov.uk/>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.1. Name and addresses

Official name: Inverclyde Council

Postal address: Corporate Procurement, Municipal Buildings, Clyde Square

Town: Greenock

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA15 1LX

Country: United Kingdom

E-mail: procurementhelpdesk@Inverclyde.gov.uk

Telephone: +44 1475712364

Internet address(es):

Main address: <http://www.inverclyde.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168

I.1. Name and addresses

Official name: Midlothian Council

Postal address: Midlothian House, Buccleuch Street

Town: Dalkeith

NUTS code: UKM73 East Lothian and Midlothian

Postal code: EH22 1DN

Country: United Kingdom

E-mail: procurement@midlothian.gov.uk

Telephone: +44 1312707500

Fax: +44 1316542797

Internet address(es):

Main address: <http://www.midlothian.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00336

I.1. Name and addresses

Official name: Orkney Islands Council

Postal address: Council Offices, School Place

Town: Kirkwall

NUTS code: UKM65 Orkney Islands

Postal code: KW15 1NY

Country: United Kingdom

E-mail: procurement@orkney.gov.uk

Telephone: +44 01856873535

Fax: +44 01856876158

Internet address(es):

Main address: <http://www.orkney.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00369

I.1. Name and addresses

Official name: Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1JB

Country: United Kingdom

E-mail: cpu@renfrewshire.gov.uk

Telephone: +44 1416186400

Fax: +44 1416187050

Internet address(es):

Main address: <http://www.renfrewshire.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: [https://www.
publiccontractsscotland.gov.uk](https://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

II.1. Scope of the procurement

II.1.1. Title

Associates Framework — ITT.

II.1.2. Main CPV code

75110000 General public services

II.1.3. Type of contract

Services

II.1.4. Short description

An 'Associates Framework' is being commissioned by the IS as part of our support for councils and CPPs.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

66171000 Financial consultancy services, 72221000 Business analysis consultancy services, 72224000 Project management consultancy services, 73000000 Research and development services and related consultancy services, 73220000 Development consultancy services, 79400000 Business and management consultancy and related services, 79411000 General management consultancy services, 79411100 Business development consultancy services, 79412000 Financial management consultancy services, 79413000 Marketing management consultancy services

II.2.3. Place of performance

NUTS code: UKM Scotland

II.2.4. Description of the procurement

The key purpose of the framework is to provide access to a wide range of expert support and resources to help the IS, CPPs and councils progress work where they need extra capacity on a flexible basis. Associates are external providers who will be contracted through the Framework Agreement to provide services such as advice, guidance, consultancy, facilitation, programme and project management support, research and change management support and organisational development support. This support will relate to matters of strategy, structure, management, operations or services and may include the identification of options with

recommendations, or assistance with the implementation of solutions. Such support will be time-limited and provided outside the 'business-as-usual' environment when in-house skills are not available.

Note that the overall estimated value of the contract is very difficult to quantify however the best estimate is approx. 100 000 — 300 000 GBP per annum. Additional Scottish Councils who are not named in the contract may also access, if the requirement arises.

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

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The duration of the Framework Agreement will be for 12 months initially, which may be extended for a further period of 12 months, subject to agreement between the IS and those on the framework agreement.

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

Section III: Legal, economic, financial and technical information

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:

This section is not relevant in the context of this procurement exercise and has been deliberately omitted.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:

There is a minimum financial requirement that affects trading performance and balance sheet strength.

Financial requirements should be calculated on latest filed accounts with Company House.

Non-Company applicants must supply documentary evidence that the undernoted financial requirements have been met.

Trading Performance

An overall positive outcome on pre tax profit to Turnover over a 3 year period.

Exceptional items can be excluded from the calculation.

Balance Sheet strength

Net worth of the organisation must be positive.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Minimum level(s) of standards possibly required:

1. Employer's Liability

If applicable, the organisation/consultant shall take out and maintain throughout the period of their services Employer's Liability to the value of at least Five Million (5 000 000) GBP in respect of any one claim and unlimited in the period.

2. Public Liability

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least Two Million (2 000 000) GBP in respect of any one claim and unlimited in the period.

3. Professional Indemnity

The organisation/consultant shall take out and maintain throughout the period of their services Professional Indemnity insurance to the value of a minimum One Million (1 000 000) GBP in respect of any one claim and in the aggregate.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

This section is not relevant in the context of this procurement exercise and has been deliberately omitted.

Minimum level(s) of standards possibly required:

Bidders will be asked to demonstrate in the ITT that they have relevant experience to deliver the works in relation to this procurement.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Details are provided in the ITT.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 25

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2017/S 111-223292](#)

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

Date: 24/11/2017 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.2.7. Conditions for opening of tenders

Date: 24/11/2017 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. 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.

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=507026

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

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. (SC Ref:507026)

Download the ESPD document here: http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=507026

VI.4. Procedures for review

VI.4.1. Review body

Official name: Improvement Service

Postal address: iHub, Quarrywood Court

Town: Livingston

Postal code: EH54 6AX
Country: United Kingdom
E-mail: info@improvementservice.org.uk
Telephone: +44 1506282012
Internet address: www.improvementservice.org.uk

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

An electronic copy of the submission and supporting information must be submitted not later than the date detailed in the ITT through the Public Contracts Scotland website:

The ITT will be evaluated following a 2 stage approach:

Stage 1. Evaluation of Tenderer Response as outlined in the ITT;

Stage 2. Presentation and Q/A Session.

The IS anticipates that the maximum number of suppliers selected to progress to stage 2 will be the top scoring 50 suppliers. The IS may, at its discretion opt to invite fewer than 50 suppliers to progress to stage 2.

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

Official name: Improvement Service
Postal address: iHub, Quarrywood Court
Town: Livingston
Postal code: EH54 6AX
Country: United Kingdom
E-mail: info@improvementservice.org.uk
Internet address: www.improvementservice.org.uk

VI.5. Date of dispatch of this notice

02/10/2017