

**United Kingdom-London: Market research services**  
**OJ S 226/2013 21/11/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Cabinet Office

Postal address: 1 Horse Guards Road

Town: London

Postal code: SW1A 2HQ

Country: United Kingdom

Contact person: The Agent (for the purposes of this Procurement only) Government Procurement Service, 9th Floor, The Capital, Old Hall Street, Liverpool, L3 9PP

For the attention of: Managed Contracts Team

E-mail: [managedcontracts@gps.gsi.gov.uk](mailto:managedcontracts@gps.gsi.gov.uk)

Telephone: +44 3450103503

**Internet address(es):**

General address of the contracting authority: <https://www.gov.uk/government/organisations/cabinet-office>

Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.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**

Ministry or any other national or federal authority, including their regional or local subdivisions

**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: 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**

Funding Central Business Information Web Portal Service Contract.

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

Services

Service category No 8: Research and development services

Main site or place of performance: UK.

**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)**

Funding Central is a web-based business information service providing free information, guidance and support on grants, contracts, loans, social investment and other finance streams for voluntary, community and social enterprise (VCSE) organisations.

Facilitation of funds to the VCSE sector through Funding Central makes a significant contribution to the Office for Civil Society and the Contracting Authority's objectives of strengthening the sector and its financial sustainability, by enabling VCSE organisations to access funding from a comprehensive variety of sources.

The current contract expires on 31.3.2014, therefore the objective of this Procurement is to appoint a Supplier on behalf of the Contracting Authority who can deliver the required Services:

- In the case of a new Supplier, work alongside the incumbent Supplier to effectively transition the Services between the commencement date of the Funding Central Business Information Web Portal Service Contract and the end date of the existing contract, taking on service delivery responsibility from 1.4.2014;
- Management of all aspects of the Funding Central Business Information Web Portal Service, and provision of content, direction and outreach for voluntary, community and social enterprise (VCSE) organisations;
- Research, aggregation, maintenance, publishing and presentation of statutory and non statutory funding and business opportunities suitable for VCSE sector; and
- Technical infrastructure and hosting services.

The Potential Provider shall ensure that the Funding Central website is accessible for those users with special access needs, such as but not limited to users of screen readers, screen magnifiers and speech recognition software.

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

79310000 Market research services, 48825000 Web servers, 72212931 Training software development services, 72267100 Maintenance of information technology software, 72413000 World wide web (www) site design services, 72415000 World wide web (www) site operation host services, 73110000 Research services, 73300000 Design and execution of research and development, 79315000 Social research 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**

The scope of the Funding Central Business Information Web Portal Service Contract that the Potential Provider will deliver against includes the following:

- In the case of a new supplier, work alongside the incumbent supplier to effectively transition

the Services, including any staff transfer;

— Management of all aspects of the Funding Central Business Information Web Portal Service including:

Provision and quality assurance of web, funding opportunity and skills-based content;

Management of the “fundingcentral.org.uk” domain;

Develop and implement income generation opportunities to ensure cost savings for the Contracting Authority;

Develop and maintain a transition plan and exit strategy upon conclusion of the Contract;

Publicise and promote the Funding Central Business Information Web Portal Service;

Provide appropriate and cost effective online training for users of the Funding Central website;

Provide cost effective and appropriate channels of communication to engage with users of the Funding Central website;

Maintain existing and develop skills-based and content on the Funding Central website;

Undertake and publish annual electronic user surveys to ensure continuous improvement;

— Research, aggregation, maintenance, publishing and presentation of statutory and non statutory funding and business opportunities suitable for VCSE sector including:

Research, analyse and make available for access via the Funding Central website comprehensive and up-to-date information on statutory and non-statutory contracts, grants, loans, social investment and other finance and business support opportunities available to VCSE organisations;

Present funding opportunity information in the language and formats appropriate for all VCSE organisations; and

— Technical infrastructure and hosting services including:

The provision of appropriate hosting environment for the Funding Central website;

Integration and maintenance of content;

Search functionality;

Bespoke settings for users of the Funding Central website;

Accessibility for all users;

The provision of technical support; and

Upgrades and developments to the Funding Central website

The duration of the Funding Central Business Information Web Portal Service Contract will be for a total of one (1) year from 1.4.2014, with an option to extend for a further year at the Contracting Authority's discretion.

The successful Supplier will also be required to transition the Services between the date of Contract award and 31.3.2014 from the incumbent supplier.

The Potential Provider agrees that the option to extend the Contract is entirely at the discretion of the Contracting Authority, taking into account policy, funding and performance considerations, and that there is no guarantee of this extension being implemented.

This Procurement is being managed and facilitated by Government Procurement Service (referred to as the Agent). The Agent is acting on behalf of the Contracting Authority throughout this procurement process.

The Funding Central Business Information Web Portal Services Contract will be between the successful Supplier and the Contracting Authority, not the Agent.

Estimated value excluding VAT:

Range: between 200 000 and 635 000 GBP

## **II.2.2. Information about options**

Options: yes

Description of options: The duration of the Funding Central Business Information Web Portal Service Contract will be for a total of one (1) year from 1.4.2014, with an option to extend for a further year at the Contracting Authority's discretion.

Provisional timetable for recourse to these options:  
in months: 12 (from the award of the contract)

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Duration in months: 12 (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**

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 by the Agent if considered appropriate.

#### **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**

No special legal form is required but if a contract is awarded to a consortium, the Contracting Authority may require the consortium to form a legal entity before entering into the Contract.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **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: Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an Invitation to Tender ("ITT").

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

If you 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 GPS eSourcing'. Please note that, to register, you 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. Full instructions for registration and use of the system can be found at <http://gps.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@gps.gsi.gov.uk](mailto:ExpressionOfInterest@gps.gsi.gov.uk)

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. The Agent will process the email and then enable the supplier 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 its 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.

For technical assistance on use of the e-Sourcing Suite please contact the Agent's Helpdesk :  
Freephone: +44 3450103503

email: [supplier@gps.gsi.gov.uk](mailto:supplier@gps.gsi.gov.uk)

Responses must be published by the date in IV.3.4.

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

List and brief description of conditions: Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

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

1. The Agent uses a credit reference agency (currently Experian) as the first step in determining financial risk. The Agent will request an Experian financial risk score based on the information provided in response to the Background Questions. The report provided by Experian will be used to determine the level of financial risk the Potential Provider represents. If the score provided by Experian is 51 or more (where a standard UK score is available), or the risk level is 'average' or better (where a standard International score is available) then the Potential Provider will be allocated a 'pass' and the Tender will proceed to Stage 3 of the Qualification Stage evaluation process.
2. If any of the following circumstances arise:
3. the score provided by Experian (where a standard UK score is available) is less than 51;
4. the risk level is above (i.e. worse than) average (where a standard international score is available); or
5. no standard Experian score is available for the Potential Provider's organisation,
6. then the Agent may ask the Potential Provider to provide a copy of its audited accounts for the most recent two years and one or more the of following in respect of its organisation or its guarantor (as the case may be):
7. a statement of its turnover profit and loss account and cash flow for the most recent year of trading;
8. a statement of its cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or
9. An alternative means of demonstrating financial status if trading for less than a year.

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

List and brief description of conditions:

Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

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

The Agent may have regard to any of the following means in its assessment:

(a) a list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given:

— where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority,

— where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator;

(b) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;

(c) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;

(d) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;

(e) the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;

(f) a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years;

(g) a statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;

(h) an indication of the proportion of the contract which the services provider intends possibly to subcontract.

#### **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**

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#### **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**

## **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**

RM1071

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

no

### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

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

20.1.2014 - 15:00

### **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: 120 (from the date stated for receipt of tender)

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

Place:

Electronically, via web-based portal.

## **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: no

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

Please note this Procurement is being managed and facilitated by Government Procurement Service (referred to as the Agent). The Agent is acting on behalf of the Contracting Authority throughout the procurement process.

The Contract will be between the successful Supplier and the Contracting Authority, not the Agent.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Agent intends to publish the Selection and Award Questionnaires, Invitation to Tender (ITT) document and the text of any Contract awarded, subject to possible redactions at the discretion of the Agent. Further information on transparency can be found at:

The Agent expressly reserves the right (i) not to award the 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 tendering competition; and in no circumstances will either the the Agent nor 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 potential suppliers.

The duration of the Funding Central Business Information Web Portal Service Contract will be for a total of one (1) year from 1.4.2014, with an option to extend for a further year at the Contracting Authority's discretion.

The successful Supplier will also be required to transition the Services between the Contract award date and the 31.3.2014.

NOTE: There is no appeal as such to a decision on whether or not to award the Contract but if you wish to make representations to the Agent about the conduct or outcome of the procurement you should email the Agent at the address stated in Section I.1.

A party who feels that there has been a breach of procurement law may apply to the High Court for one of the remedies available under the Public Contracts Regulations 2006 as amended from time to time.

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

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

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

Precise information on deadline(s) for review procedures: The Agent will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by the Agent as soon as possible after the decision has been made as to the reasons why the Applicant was unsuccessful. If an appeal regarding the award of the 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 breach of the rules to take legal action. Any such action must be brought within the applicable limitation period. 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, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the 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**

19.11.2013