

**United Kingdom-Livingston: IT services: consulting, software development, Internet and support  
OJ S 207/2017 27/10/2017**

**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: Maggie Arshad

E-mail: [maggie.arshad@improvementservice.org.uk](mailto:maggie.arshad@improvementservice.org.uk)

Telephone: +44 1506282012

**Internet address(es):**

Main address: [www.improvementservice.org.uk](http://www.improvementservice.org.uk)

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10882](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10882)

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**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>

**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**

Improvement Service Digital Public Services.

Reference number: IS Next Generation Services

**II.1.2. Main CPV code**

72000000 IT services: consulting, software development, Internet and support

### **II.1.3. Type of contract**

Services

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

Digital Public Services: Technologies, solutions, services, support and innovation services.

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

Value excluding VAT: 5 000 000,00 GBP

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

This contract is divided into lots: yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.

## **II.2. Description**

### **II.2.1. Title**

SME Solutions, Development, Consultancy and Support Services

Lot No: 2

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

48000000 Software package and information systems

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

NUTS code: UKM Scotland

Main site or place of performance: Livingston.

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

Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.

### **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: 2 000 000,00 GBP

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

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

We envisage awarding a Contract for an initial period of 24 months with an option to extend for a further 36 months, subject to annual review and extension of 12 months (maximum Contract Term of 60 months).

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Objective criteria for choosing the limited number of candidates  
:

Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.

In addition, ESPC (Scotland) Part III: Exclusion grounds will be assessed on a Pass/Fail basis. As a mandatory minimum we require the hosting provider to be able to demonstrate that its security controls have been assured against a known standard (e.g. ISO27001:2005) and that these standards cover the services in scope.

**II.2.10. Information about variants**

Variants will be accepted: yes

**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**

**II.2. Description**

**II.2.1. Title**

Managing Agent Solution, Hosting, Consultancy and Support Services Provider(s)  
Lot No: 1

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

72000000 IT services: consulting, software development, Internet and support

**II.2.3. Place of performance**

NUTS code: UKM Scotland  
Main site or place of performance: Livingston.

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

Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.

**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: 3 000 000,00 GBP

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

Duration in months: 24  
This contract is subject to renewal: yes  
Description of renewals:  
We envisage awarding a Contract for an initial period of 24 months with the option to extend up to a further 36 months. This will be reviewed on an annual basis and extended for a period of 12 months (total maximum Contract Term of 60 months).

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3  
Objective criteria for choosing the limited number of candidates:  
Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.  
In addition, ESPC (Scotland) Part III: Exclusion grounds will be assessed on a Pass/Fail basis.

Also, as a mandatory minimum we require the hosting provider to be able to demonstrate that its security controls have been assured against a known standard (e.g. ISO 27001:2005) and that these standards cover the services in scope.

**II.2.10. Information about variants**

Variants will be accepted: yes

**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:

III.1.1) of the notice is not applicable to this procurement exercise.

**III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Please refer to these statements when completing section 4B of the ESPD (Scotland).

Statement for 4B.2.1

Bidders must provide evidence for the last 3 years of Turnover (Sales), Net Profit/ Loss, Total Assets, Total Liabilities, Current Assets, Liabilities falling due within 1 Year. Any other relevant information.

Minimum level(s) of standards possibly required:

Mandatory requirement that Bidders must provide written confirmation they have Audited Accounts which have been prepared on a going concern basis. If they do not have Audited Accounts a statement from the directors stating that the business is financially solvent and likely to remain so.

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

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP.

Public Liability Insurance = 5 000 000 GBP.

Professional Indemnity Insurance = 1 000 000 GBP.

**III.1.3. Technical and professional ability**

List and brief description of selection criteria:

4C.1.2: Bidders will be required to provide examples that demonstrate they have the relevant experience to deliver the services/supplies as described in the relevant section of the 'IS Services Overview, Requirements and Outcomes' procurement document.

4C.5 Bidders are required to respond to this question.

4C.9 Bidders should interpret 'tools' to include Software and should respond to this using the Technical Response template provided.

4C.10: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

No questions from Section D of Part IV of the ESPD (Scotland) (Quality assurance schemes and environmental management standards) will be used at this stage, however, Bidder's should note these may be required in the Dialogue phases. However, we do draw the Bidders attention to the Key Principles outlined in the 'IS Services Overview, Requirements and Outcomes' procurement document.

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

#### **III.2.2. Contract performance conditions**

Please refer to the Procurement document: 'IS Services Overview, Requirements and Desired Outcomes'.

## **Section IV: Procedure**

---

### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Competitive dialogue

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

#### **IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **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: 15/12/2017 Local time: 12:00

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

Date: 31/01/2018

#### **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**

Tender must be valid until: 31/01/2019

## **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**

We have attempted to contain most of the information pertaining to this Procurement in the 'IS Services Overview, Requirements and Desired Outcomes' procurement document, including the assessment mechanism such as the criteria, weightings and scoring which is based on a Price/Quality Matrix.

In addition to responding to the ESPD, you are required to respond using the individual Technical and Commercial Response Templates. N.B. the only document that should contain any cost/pricing information is the Commercial Response Template.

The Price and Quality Scores will be combined and an overall weighting of 60 % for Quality and 40 % for Price will be applied. A Strengths, Weaknesses, Threats and Opportunities (SWOT) analysis will also be undertaken in order to further inform our selection of Bidders invited to the dialogue stage.

Terms of Reference will be provided for the Dialogue phase.

For clarity, the following numbered sections of the ESPD are not required to be completed by the Bidders: 4A.1, 4A.1.1, 4B.1.1-3, 4B.2.2, 4B.6, 4B.6.1, 4C.1, 4C.1.1, 4C.2, 4C.2.1, 4C.3, 4C.4, 4C.6, 4C6.1, 4C.7, 4C8.1-2, 4C.11, 4C.11.1-2, 4C.12, 4C.12.1-2, 4D.1, 4D.1.1-2, 4D.2, 4D.2.1 and 4D.2.2.

N.B: Bidders must note that the Public body expects to rely, not just on the deliverables the Bidder provides, but also on that of their expertise and that any solution proposed must meet the stated business objectives, not just any functional objectives or outputs listed.

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=514703](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=514703)

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.

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

We are seeking responses from large organisations and SME's, either of whom could propose to work with sub-contractors. We do not wish to be prescriptive regarding Community Benefits and are open to any Candidate proposals on this subject. We will not allocate specific award criteria or weighting however it may form part of a SWOT analysis in later stages of the Procurement.

(SC Ref: 514703).

Download the ESPD document here: [http://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=514703](http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=514703)

### **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

Telephone: +44 1506282012

Internet address: [www.improvementservice.org.uk](http://www.improvementservice.org.uk)

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

25/10/2017