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**United Kingdom-Inverness: Business and management consultancy and related services  
2020/S 212-520583**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: Highlands and Islands Enterprise

National registration number: 313

Postal address: An Lòchran, 10 Inverness Campus

Town: Inverness

NUTS code: UKM6 Highlands and Islands

Postal code: IV2 5NA

Country: United Kingdom

E-mail: [hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

Telephone: +44 1463245245

**Internet address(es):**

Main address: <http://www.hie.co.uk>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at:

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local agency/office

**I.5) Main activity**

Economic and financial affairs

**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title:**

Specialist Advice Framework Agreement

Reference number: O188

**II.1.2) Main CPV code**

79400000 Business and management consultancy and related services

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

HIE requires a supply partner to identify, procure and manage specialist advisors capable of delivering advice to our clients on a case by case basis.

For clarity, the framework will not be for the delivery of advice. The delivery of advice will be provided by advisors directly to clients. However, it is recognised that some organisations may be able to undertake both elements. Delivery of advice will therefore be via a separate arrangement between the client and an advisor. It is expected that advice services will be required from 1 April 2021 for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the initial term.

The total 3-year budget currently available for this framework and for the subsequent delivery of specialist advice is GBP 2.9 million (excluding VAT).

However, for the avoidance of doubt, the overall 3-year framework value is maximum GBP 900 000 (ex VAT) which relates only to the services being delivered under the framework — the costs of the subsequent delivery of the specialist advice (whether by the Supply Partner directly, or by a third party advisor) will be paid for by HIE clients so are not included in the framework value.

II.1.5) **Estimated total value**

Value excluding VAT: 1 200 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

79410000 Business and management consultancy services

79411100 Business development consultancy services

72224000 Project management consultancy services

72221000 Business analysis consultancy services

II.2.3) **Place of performance**

NUTS code: UKM6 Highlands and Islands

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

The key objectives of the framework are as follows:

- 1) establish and maintain a pool or data base of competent, quality assured advisors,
- 2) delivery of high quality 'one to one' advice,
- 3) delivery of high quality 'one to many' advice,
- 4) delivery of high-quality programmes,
- 5) improve and develop specialist advice delivery in the HIE area such that the use of existing sources is maximised, and duplication of effort is avoided,
- 6) identify where added value can be achieved through management role,
- 7) management and administration of service.

Full details can be found in the ITT.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Cyber Security / Weighting: Pass/Fail

Quality criterion - Name: Management team (min score required) / Weighting: 25 %

Quality criterion - Name: Management methodology / Weighting: 20 %

Quality criterion - Name: Delivery resource / Weighting: 10 %

Quality criterion - Name: Added value, innovation and partnership working / Weighting: 10 %

Quality criterion - Name: Risks and challenges / Weighting: 5 %

Quality criterion - Name: Framework implementation and conclusion / Weighting: 5 %  
Price - Weighting: 25 %

II.2.6) **Estimated value**

Value excluding VAT: 1 200 000.00 GBP

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The framework will be awarded for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the initial term.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: yes

Description of options:

HIE may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

II.2.13) **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:

This framework may have call-off contract/s which are part funded by the European Union Regional Development Fund (ERDF) or other funding.

II.2.14) **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.

**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:

Not applicable to this procurement exercise.

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

Minimum level(s) of standards possibly required:

4B.1b Bidders will be required to have an average yearly turnover of a minimum of GBP 580 000 for each of the last 2 years.

4B.3 Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

4B.5 It is a requirement of this framework that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded framework, the types and levels of insurance indicated below:

4B5a professional risk indemnity insurance = GBP 1 000 000 for each and every claim.

4B5b employer's (compulsory) liability insurance = GBP 5 000 000 for each and every claim — see <http://www.hse.gov.uk/pubns/hse40.pdf> for more information

4B5c public liability insurance = GBP 1 500 000 for each and every claim.

4B6 In support of 4B.1b bidders must either provide a link to an electronic version of their signed audited accounts or attach copies as part of their submission. They should show sufficient detail to allow turnover

figures to be verified. Incomplete, draft or unsigned accounts cannot be accepted. If your organisation is exempt from the audit requirement you must supply the last 2 years annual accounts certified by an independent Chartered Accountant or accompanied by a positive banker's reference.

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4B6 Bidders who started trading less than 3 years prior to the ESPD return date, as an alternative for 4B.1b, must demonstrate adequate financial capacity by submitting the following evidence:

(i) a business plan for a minimum 3-year trading period setting out projected annual average turnover of no less than the threshold stated above;

(ii) a statement of whether or not any full audited accounts are available for any years' trading to date and copies of those accounts; and

(iii) a letter of support from their bank setting out the level of financial support available to them from their bank and for how long it is available. It should explain the amount and duration of financial support made available to the business and what information, such as a business plan for the period of this contract was considered by them in providing that level of support. These are matters of fact not opinion so should be able to be given by any bank on the authority of their customer. It must be understood, however, that the sufficiency or otherwise of the bank letter can only be judged after submission and assessment of all ESPD responses.

4B.6 (not scored) HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the framework please identify these PSC (s) in your response to 4B.6. Further guidance and a link to the HMRC 'test employment details for tax' tool can be located at <https://www.gov.uk/guidance/check-employment-status-for-tax>

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

Minimum level(s) of standards possibly required:

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

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

**III.2.2) Contract performance conditions:**

The contract will include key performance indicators (KPI's) and/or service levels which can be found within the tender documentation.

**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 a single operator

**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: [2019/S 241-591867](#)

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

Date: 08/12/2020

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.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date: 08/12/2020

Local time: 12:00

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

HIE reserves the right to re-tender for these services upon termination of the framework or at the end of the framework period, including any extension period.

**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:**

The figure provided in II.1.5) and II.2.6) is the estimated total value of the services being delivered under the framework, over the 4-year maximum period.

Where relevant, bidders are required to provide information relating to consortia (2C1 of ESPD) and/or sub-contractors (2C1 and 2D.1 of the ESPD) with the relevant supporting ESPD documentation being submitted. ESPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number.

ESPD 3D.12 Bidders should refer to the 'Conflict of Interest' section within the scope of requirements when completing this question.

Award criteria scoring

Question 1 Cyber Security will be evaluated using the criteria as per scope of requirements and tender guidance notes.

The remainder of the award criteria will be marked according to the following:

0 = unacceptable — Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 = poor — response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 = acceptable — response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 = good — response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent — response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

In order to participate, bidders should register, for free, on the Public Contracts Scotland (PCS) website([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)), record their interest in this tender and download and complete all relevant documentation.

Tenders must be submitted via the PCS postbox and received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line question and answer facility which allows queries to be submitted (anonymously) and answers published and shared with all potential bidders.

This framework will be non-exclusive i.e. HIE reserves the right, in certain circumstances, to procure out with the framework as and when required.

The framework will also be available for call-off by any current or future HIE subsidiary organisation, associated company, joint venture or similar, subject to a case-by-case prior approval by HIE.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=618060](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=618060)

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at [https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://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.

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:

Community benefits will not be evaluated as part of the tender process but bidders are expected to provide a community benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the scope of requirements for further details.

(SC Ref:618060).

Download the ESPD document here: [https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=618060](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=618060)

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Inverness Sheriff Court and Justice of the Peace Court

Postal address: The Castle

Town: Inverness

Postal code: IV2 3EG

Country: United Kingdom

E-mail: [inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone: +44 1463230782

Internet address: <https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.

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

27/10/2020