

United Kingdom-Livingston: General public services

OJ S 240/2020 09/12/2020

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

E-mail: andrea.balogh@improvementservice.org.uk

Telephone: +44 1506282012

Internet address(es):Main address: www.improvementservice.org.ukAddress of the buyer profile: https://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. CommunicationThe 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**

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 improvement service 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, 79413000 Marketing management consultancy services, 79412000 Financial 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. GBP 100 000-300 000 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: 24

This contract is subject to renewal: yes

Description of renewals:

The duration of the framework agreement will be for 24 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.

After an associate has been appointed to a project either by the IS or Council or another Local Government body, the IS will require the associates to have in place GBP 2 million public liability and GBP 1 million professional indemnity insurance before proceeding with the actual project.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

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 Invitation to Tender document.

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: 20

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: [2020/S 212-520552](#)

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

Date: 26/01/2021 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: 26/01/2021 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 website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=637925

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

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:637925)

Download the ESPD document here: https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=637925

VI.4. Procedures for review

VI.4.1. Review body

Official name: Sheriff Court and Justice of Peace Court

Town: Livingston

Postal code: EH54 6FF

Country: United Kingdom

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

Official name: Improvement Service

Postal address: Quarrywood Court

Town: Livingston

Postal code: EH54 6AX

Country: United Kingdom

Internet address: www.improvementservice.org.uk

VI.5. Date of dispatch of this notice

04/12/2020