

Contract Notice



Section I: Contracting authority

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: UK Shared Business Services Ltd
National ID: (if known)
Postal address: Polaris House
Town: Swindon
Postal Code: SN2 1FF
Country: UK
Contact point(s): Becky Eldridge
For the attention of:
Telephone:
E-Mail: professionalservices@uksbs.co.uk
Fax:

Internet address(es) (if applicable):

General address of the contracting authority (URL):
www.uksbs.co.uk

Address of the Buyer Profile (URL):

Electronic access to information (URL) :

Electronic submission of tenders and requests to participate (URL) :

Please use Annex A to provide more detailed information

Further information can be obtained from:

- As in above mentioned contact point(s)
- Other: please complete Annex A.I

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

- As in above mentioned contact point(s)
- Other: please complete Annex A.II

Tenders or requests to participate must be sent to:

- As in above mentioned contact point(s)
- Other: please complete Annex A.III

I.2) TYPE OF THE CONTRACTING AUTHORITY

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other (please specify below)

I.3) MAIN ACTIVITY/ACTIVITIES

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: (please specify)

Public Procurement

1.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities (If yes, information on those contracting authorities can be provided in Annex A):

- yes
- no

Section II: Object of the contract(Works)

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority

UK SBS PS17060

II.1.2) Type of contract and location of works, place of delivery or of performance

Category: SERVICES

Service category: 27

(For service categories 1-27, please see Annex CI to Directive 2004/18/EC)

Main place of performance

NUTS codes:

NUTS code: UK

II.1.3) Information about a public contract, a framework agreement or dynamic purchasing system (DPS)

- The notice involves a public contract
- The notice involves the setting up of a Dynamic Purchasing System (DPS)
- The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement (if applicable)

- Framework agreement with several operators
- Framework agreement with a single operator

If with several operators, number of participants to the framework agreement envisaged:

Number:

OR, if applicable,
maximum number:

Duration of the framework agreement:

Duration in year(s):

or month(s):

Justification for a framework agreement the duration of which exceeds four years:

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only):

Estimated value excluding VAT:

Currency: GBP

OR Range: between

and

Currency: GBP

Frequency and value of the contracts to be awarded (if known):

II.1.5) Short description of the contract or purchase(s)

UK Shared Business Services Ltd as the Contracting Authority is putting in place a contract for Innovate UK.

This contract will be for a Two year programme to act as the Delivery Partner for Innovate UK activities helping young businesses in the future cities sector access overseas markets and investment. There is a possibility of a further two year contract extension providing the initial contract runs smoothly. The activities will be known as the Future Cities Missions and comprise of running four Missions (one every 12 months), managing the network of Mission alumni companies including work to track their growth and the impact of the Missions on them.

Future Cities Missions are entrepreneur missions taking up to 20 young, innovative UK companies to overseas markets to rapidly build their networks, know-how and ambition as they forge new business. Places on the Missions are competitive and applicants must demonstrate a scalable future cities solution, a strong team and a fit with the market in the Mission location.

The programme should build and maintain a network comprising Mission alumni companies, promising UK SMEs with the potential to be future Mission companies and Mission stakeholders such as sponsors, advisors, investors and journalists.

Future Cities Missions take up to 20 of the UK's best young, innovative, high-growth potential companies to overseas markets to help them grow faster. Missions achieve this by supporting the SMEs to:

- Network with potential customer, partners and investors
- Improve their Profile through PR coverage
- Refine their Pitch to potential investors and to suit the target market
- Gain Insight into what it takes to do business in the target market
- Raise their Ambition and accelerate their plans

This support and experience is hard for young companies to gain. The Missions also open doors that would be closed to a SME alone. The attraction of a competitive group backed by government and private sponsors helps Missions to engage critical partners in the overseas market.

II.1.6) Common Procurement Vocabulary (CPV)

Main object [80500000] Training services

Additional objects [79952100] Cultural event organisation services
[79952000] Event services
[79411100] Business development consultancy services
[79000000] Business services: law, marketing, consulting, recruitment, printing and security
[79400000] Business and management consultancy and related services
[79410000] Business and management consultancy services
[79990000] Miscellaneous business-related services
[79996000] Business organisation services
[]

II.7) INFORMATION ABOUT GOVERNMENT PROCUREMENT AGREEMENT (GPA)

The contract is covered by the Government Procurement Agreement (GPA):

- yes
 no

II.1.8) Lots (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:

- no
 yes

If yes, tenders should be submitted for (tick one box only)

- one lot
 one or more lots
 all lots

II.1.9) Variants will be accepted

Variants will be accepted

- no
 yes

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope (including all lots and options, if applicable)

About UK Shared Business Services
UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

(If applicable, give figures only) Estimated value excluding VAT :

560000

Currency: GBP

OR Range: between

and

Currency: GBP

II.2.2) Options (if applicable)

Options:

yes

no

If yes, description of these options

£560,000.00 Excluding VAT

The initial contract duration is for 24 months with a maximum possible budget of £280,000.00 excluding VAT.

There will be the option to extend the contract for a further two years. The 2 year contract extension will have a maximum budget of £280,000.00 excluding VAT. The total contract value shall not exceed £560,000.00 excluding VAT.

If known, provisional timetable for recourse to these options (from the award of the contract):

in Months: 24

or Days:

Information about renewals (if applicable)

This contract is subject to renewal:

yes

no

Number of possible renewals (if any)

OR Range: between

and

If known, in the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts (from the award of the contract)

Months:

or Days:

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration (from the award of the contract)

in Months: 48

or Days:

-- OR (in dd/mm/yyyy) --

starting:

completion:

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required (if applicable)

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 if considered appropriate.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them

Bids to be priced in £ GBP

III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable)

Any consortium, SPV, Partnership should ideally have a designated lead service provider, all members will have joint and several liability in respect of the obligations and liabilities to any contract or framework and any subsequent contracts awarded under the same.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions

yes

no

If yes, description of particular conditions

The government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing regulatory needs and law, plus the protection of national security.

Suppliers (including SPV's, Consortia and Partnerships) may be required to clearly demonstrate recent successful experience in similar projects and environments.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if requirements are met

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts)

This procurement will be managed electronically via the Crown Commercial Service's e-Sourcing Suite.

To participate in this procurement, participants shall first be registered on the e-Sourcing Suite.

If Bidders 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 CCS eSourcing'.

Please note that, to register, Bidders 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. Note: registration may take some time please ensure that you allow a sufficient amount of time to register.

Full instructions for registration and use of the system can be found at

<http://ccs.cabinetoffice.gov.uk/i-am-supplier/respondtender>

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@crownccommercial.gov.uk

Your email must clearly state:

the name and reference for the procurement you wish to register for;

Your organisations full name as a registered supplier; the name and contact details for the registered individual sending the email.

Crown Commercial Service (CCS) will process the email and then enable the Bidder 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 to Emptoris 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 applicable to this opportunity.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service (CCS) Helpdesk (Not UK SBS Ltd) : Freephone: 0345 010 3503

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:

Minimum level(s) of standards possibly required (if applicable):

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

Minimum level(s) of standards possibly required (if applicable):

III.2.4) Information about reserved contracts (if applicable)

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Information about a particular profession
email: supplier@crowcommercial.gov.uk
Training support to respond to a requirement is available to bidders at
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>
Responses must be received by the date in IV.3.4.
Responses received outside or concurrently using the Sourcing process will not be accepted or considered further for this opportunity.

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts)
The sourcing documents can be accessed at:
<https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1

Minimum level(s) of standards possibly required (if applicable):

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts)
The sourcing documents can be accessed using the instructions detailed in III.2.1

Minimum level(s) of standards possibly required (if applicable):

III.2.4) Information about reserved contracts (if applicable)

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

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

- yes
- no

If yes, reference to the relevant law, regulation or administrative provision

III.3.2) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service

- yes
- no

Section IV: Procedure

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure

- Open
- Restricted
- Accelerated restricted
- Negotiated
- Accelerated negotiated
- Competitive dialogue

(for ***Accelerated restricted*** only)

Justification for the choice of accelerated procedure

(for ***Negotiated*** only)

Candidates already been selected? (if applicable)

- yes
- no

If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional Information

(for ***Accelerated negotiated*** only)

Justification for the choice of accelerated procedure

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators

OR envisaged minimum number

and, if applicable, maximum number

Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue (negotiated procedure, competitive dialogue)

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

yes

no

IV.2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box(es))

Lowest price

OR the most economically advantageous tender in terms of

(select an option below):

The criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

OR the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria

Weighting

1.

2.

3.

4.

5.

6.

7.

- 8.
- 9.
- 10.

IV.2.2) An electronic auction will be used

An electronic auction will be used

- yes
 no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority (if applicable)

UK SBS PS17060

IV.3.2) Previous publication(s) concerning the same contract

- yes
 no

If, yes (click one only)

- Prior information notice
 Notice on a buyer profile

Notice number in
OJ:

of (dd/mm/yyyy):

Other previous publications (if applicable)

Notice number in
OJ:

of (dd/mm/yyyy):

Notice number in
OJ:

of (dd/mm/yyyy):

IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in case of a competitive dialogue)

Time-limit for receipt of requests for documents or for accessing documents

Date (dd/mm/yyyy): 22/05/2017

Time: 11:00

Payable documents

yes

no

(If yes, give figures only) Price:

Currency: GBP

Terms and method of payment:

IV.3.4) Time-limit for receipt of tenders or requests to participate

Date (dd/mm/yyyy): 23/05/2017

Time: 11:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in case of restricted and negotiated procedures, and competitive dialogue)

Date (dd/mm/yyyy):

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

Any EU official language

Official EU languages(s)

bg

es

cs

da

de

et

el

en

fr

it

lv

- it
- hu
- mt
- nl
- pl
- pt
- ro
- sk
- sl
- fi
- sv

Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until (dd/mm/yyyy):

OR Duration (from date stated for receipt of tenders):

in Months:

or Days: 90

IV.3.8) Conditions for opening tenders

Date (dd/mm/yyyy): 23/05/2017

Time: 11:00

Place (if applicable): Electronically, via web based portal

Persons authorised to be present at the opening of tenders (if applicable)

- yes
- no

Section VI: Complementary information

VI.1) Information about recurrence(if applicable)

This is a recurrent procurement

yes

no

If yes, estimated timing for further notices to be published

VI.2) Information about European Union Funds

The contract is related to a project and/or programme financed by European Union funds

yes

no

If yes, reference to project(s) and/or programme(s):

VI.3) ADDITIONAL INFORMATION (if applicable)

The Contracting Authority expressly reserves the right (i) not to award any 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 procurement; and in no circumstances will the Contracting Authority be liable for any costs incurred by any Supplier. 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 Bidders.

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures

Official name:

Postal address:

Town:

Postal Code:

Country:

E-Mail:

Telephone

Internet address
(URL)

Fax:

Body responsible for mediation process (if applicable)

Official name:
Postal address:
Town:
Postal Code:
Country:
E-Mail:
Telephone
Internet address
(URL)
Fax:

VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR, if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

VI.4.3) Service from which information about the lodging of appeals may be obtained

Official name: UK Shared Business Services Ltd
Postal address: Polaris House4, North Star Avenue
Town: Swindon
Postal Code: SN2 1FF
Country: UK
E-Mail: policy@uksbs.co.uk
Telephone
Internet address www.uksbs.co.uk
(URL)
Fax:

VI.5) DATE OF DISPATCH OF THIS NOTICE (dd/mm/yyyy)

Annex A: Additional addresses and contact points

I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Official name:

National ID:(if
known)
Postal address:
Town:
Postal Code:
Country:
Contact point(s):
For the attention of
Telephone
Fax:
E-Mail:
Internet address
(URL)

II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS CAN BE OBTAINED

(INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A
DYNAMIC PURCHASING SYSTEM)

Official name: Crown Commercial Services
National ID:(if
known)
Postal address:
Town:
Postal Code:
Country:
Contact point(s):
For the attention of
Telephone
Fax:
E-Mail: expressionofinterest@crowncommercial.gov.uk
Internet address [http://ccs.cabinetoffice.gov.uk/i-am-
\(URL\) supplier/respondtender](http://ccs.cabinetoffice.gov.uk/i-am-supplier/respondtender)

III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Official name: Crown Commercial Services
National ID:(if known)
Postal address:
Town:
Postal Code:
Country:
Contact point(s):
For the attention of
Telephone
Fax:
E-Mail: expressionofinterest@crowncommercial.gov.uk
Internet address (URL) <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respondtender>

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name: Innovate UK
National ID:(if known)
Postal address: Polaris House
Town: Swindon
Post code: Sn2 1UE
Country: UK

----- (Use Annex A section IV as many times as necessary) -----

Annex B: Information about lots

Lot No
Lot Title

1) SHORT DESCRIPTION

2) COMMON PROCUREMENT VOCABULARY (CPV)

Main object []

Additional objects []

3) QUANTITY OR SCOPE

(If known, give figures only) Estimated cost excluding VAT:

Currency: GBP

OR Range: between

and

Currency: GBP

4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)

Duration (from the award of the contract)

in Months:

or Days:

-- OR (in dd/mm/yyyy) --

starting:

completion:

5) ADDITIONAL INFORMATION ABOUT LOTS

The services covered by this procurement exercise have NOT been sub-divided into Lots. A key deliverable of this contract is to keep alumni connected with the programme and ensure regular feedback on their successes and growth which will be provided annually as a report to Innovate UK. This could only be completed by a contractor that has been involved in the entire process.

----- (Use this annex as many times as there are lots) -----