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Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

I.1) Name, addresses and contact point(s):

Official name: [MoJ Procurement](#)

National ID: *(if known)*

Postal address: [Ministry of Justice, 102 Petty France, Post Point 1.19](#)

Town: [London](#)

Postal code: [SW1H 9AJ](#)

Country: [United Kingdom \(UK\)](#)

Contact point(s): [Joshua Dennison](#)

Telephone: [+44 2033345034](#)

For the attention of: [Joshua Dennison](#)

E-mail: Joshua.Dennison@hmcts.gsi.gov.uk

Fax:

Internet address(es): *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://www.justice.gov.uk>

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)*

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

Further information can be obtained from

☒ The 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

☒ The above mentioned contact point(s) ☐ Other *(please complete Annex A.II)*

Tenders or requests to participate must be sent to

☒ The 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)*

I.3) Main activity

☒ 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)*

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

☒ yes ☐ no

information on those contracting authorities can be provided in Annex A

Section II : Object of the contract

II.1) Description :

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

[Specialist financial services to support departmental change initiatives.](#)

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

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- | | | |
|---|--|--|
| <input type="radio"/> Works | <input type="radio"/> Supplies | <input checked="" type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="radio"/> Purchase | Service category No: 9 |
| <input type="checkbox"/> Design and execution | <input type="radio"/> Lease | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="radio"/> Rental | |
| | <input type="radio"/> Hire purchase | |
| | <input type="radio"/> A combination of these | |

Main site or location of works, place of delivery or of performance :

[102 Petty France, London, SW1H 9AJ](#)

NUTS code: [UKI1](#)

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

- ☐ The notice involves a public contract
☒ The notice involves the establishment of a framework agreement
☐ The notice involves the setting up of a dynamic purchasing system (DPS)

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

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

Number :

or

(if applicable) maximum number : [6](#) of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : or in months : [36](#)

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 :

or

Range: between : [20000000.00](#) : and : [50000000.00](#) : Currency : [GBP](#)

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

[Unknown](#)

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

The Ministry of Justice (MoJ) has a requirement to engage suppliers to provide specialist financial support services to support departmental change initiatives. These services require the supplier to draw upon a range of disciplines, experience and knowledge including government finance, budgeting, finance systems, technical accounting skills and project and programme management and delivery.

MoJ has agreed to source this service by putting in place a framework agreement, which can also be accessed by the Home Office, HM Treasury and all of their associated arm's length bodies. The framework will be established with up to 6 suppliers.

Given the complex nature of change initiatives, the suppliers' multi-disciplinary teams are expected to comprise of experienced professionals who have completed professional qualifications in their area of expertise. It is expected that the team provided will be solely dedicated to the engagement for its duration in order to support and prioritise effective delivery. The teams will be required to work alongside our internal teams and integrate effectively at our locations.

The following core elements of the requirement are to be:

- Resource Delivery Model – Resources will be tasked with developing their own delivery plans as part of their engagement with change teams, ensuring that plans meet overall delivery objectives. Resources will be responsible for delivering to agreed milestones and providing the relevant project input to programme and portfolio oversight teams.
- Technical Accounting Expertise – Recognising the increasing complexity of the regulatory environment, resources would be expected to provide expert technical knowledge, research, expertise and support to change teams. In order to achieve this, resources will be expected to have relevant and up-to-date technical knowledge of the broader financial regulatory frameworks as well as being well versed in Government reporting and budgeting regulation. Areas in which the Department has recently required technical expertise include:
 - a. Accounting Standards
 - b. Pensions
 - c. Financing options – creation and evaluation
 - d. Costing and financial modelling
 - e. Business case evaluation

The provision of this requirement will extend to programmes relating to rehabilitation, Her Majesty's Courts and Tribunals Service (HMCTS), Financial Planning team and change projects, the Youth Custody, the Legal Aid Agency (LAA), the National Offender Management Service (NOMS), the MoJ Corporate Finance Business Support Team, MoJ Corporate Finance and other Programmes that arise over the course of the framework term.

• Advocacy – All resources provided under the specialised finance change service would be expected to embed full-time alongside existing change teams. They would be expected to proactively identify issues, highlighting implications and proposing suitable solutions or alternative methodology to achieve required outcomes.

Resources would be expected to engage and influence internal and external stakeholders, taking robust positions of advocacy where necessary to drive issues through to conclusion, often to challenging timetables.

• Finance Improvement Activities – Resources will be expected to identify and implement finance improvement activities. This will include system and process design, implementation and broader advice on the requirements for ongoing monitoring of activity, including how governance and assurance process should operate to ensure the requisite level of senior management scrutiny is maintained.

• Knowledge Transfer – Over the contract term the MoJ expect to deliver their own in-house capability.

Resources will be required to propose plans for increasing the skills of in-house staff and an agreed process to ensure knowledge transfer at the conclusion of work packages. Resources will also be required to demonstrate how they will make this happen and how they will deliver value for money both through their direct work and through the enhancement of in-house capability.

II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79200000	
Additional object(s)	79400000	

II.1.7) 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: ☐ yes ☒ no

(if yes) Tenders may be submitted for

☐ one lot only

☐ one or more lots

☐ all lots

II.1.9) Information about variants:

Variants will be accepted : ☐ yes ☒ no

II.2) Quantity or scope of the contract :

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

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : 20000000.00 : and : 50000000.00 : Currency : GBP

II.2.2) Information about options : *(if applicable)*

Options : ☐ yes ☒ no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

II.2.3) Information about renewals : *(if applicable)*

This contract is subject to renewal: ☐ yes ☒ no

Number of possible renewals: *(if known)* or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: or in days: (from the award of the contract)

II.3) Duration of the contract or time limit for completion:

Duration in months : 36 or in days: (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

Section III : Legal, economic, financial and technical information

III.1) Conditions relating to the contract:

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

Where a tenderer is relying on another organisation within its group to demonstrate financial and economic standing, the Authority may require a parent company guarantee from that organisation in relation to specific call off contracts. Further details of the form of parent company guarantee will be provided to those tenderers this affects.

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

Details to be provided within Tender Documents

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

Where a consortium or other grouping of suppliers submits a bid, such consortia or grouping must nominate a lead organisation to enter into the Framework Agreement and Call-Off Contracts and to deal with the Ministry of Justice and other contracting authorities on all matters relating to the Framework Agreement and Call-Off Contracts. The lead organisation will be required to be liable for any subcontractors.

III.1.4) Other particular conditions: *(if applicable)*

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

(if yes) Description of particular conditions:

The Framework Agreement will be provided to tenderers with the procurement documents.

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 the requirements are met:

Details of requirements relating to the personal situation of tenderers and how these will be evaluated are set out in the tender documents.

III.2.2) Economic and financial ability:

Information and formalities necessary for evaluating if the requirements are met:

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

Details of requirements relating to economic and financial ability of tenderers and how these will be evaluated, including minimum requirements, are set out in the procurement documents.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if the requirements are met:

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

Details of requirements relating to technical capacity of economic operators and how these will be evaluated, Responses to the Technical capacity questions shall be evaluated in accordance with the non-cost scoring

including minimum requirements, are set out in the procurement documents.

methodology contained in the Request For Information document.

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

Justification for the choice of accelerated procedure:

☐ Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) : ☐ yes ☐ no
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

☐ Accelerated negotiated

Justification for the choice of accelerated procedure:

☐ Competitive dialogue

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

☐ 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)

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

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

IV.2.2) Information about electronic auction

An electronic auction will be used ☐ yes ☒ no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information:

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

4531-2-Professional Services-SE-RFI

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

☐ yes ☒ no

(if yes)

☐ Prior information notice ☐ Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

☐ Other previous publications(if applicable)

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

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

Date: Time:

Payable documents ☐ yes ☐ no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

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

Date: 09/06/2015 Time: 17:00

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

Date:

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

☐ Any EU official language

☒ Official EU language(s):

EN

☐ Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

until: :

or

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

IV.3.8) Conditions for opening of tenders:

Date : (dd/mm/yyyy) Time

(if applicable) Place:

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

☐ yes ☐ no

(if yes) Additional information about authorised persons and opening procedure:

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)*

REGISTRATION

The Ministry of Justice will be performing events through its eSourcing Portal. The eSourcing Portal is an online application that allows all potential suppliers to create and submit their responses to any Requests for Information, Requests for Quotes, or Requests for Proposals via the internet rather than in paper form (where they have been invited to respond).

To express an interest in this event please send an email to: Joshua.Dennison@hmcts.gsi.gov.uk stating :

Company Name

Your Name

Contact email

Sourcing Reference Number:4531-2-Professional Services-SE-RFI

The buyer will then contact you with the registration process if you are not already registered on the Ministry of Justice eSourcing portal.

Tenderers should also be aware of the proposed Q&A day, provisionally scheduled to take place on Friday 15th May at 102 Petty France in central London. Any tenderer who wishes to attend should do so via the same method described above via the online eSourcing portal. Tenderers will be notified in advance should this date or event become unavailable.

TRANSPARENCY

HM Government requires that tender documentation issued by Government departments for contracts with a value exceeding £10,000 over the life of the contract are published online [<https://www.contractfinder.businesslink.gov.uk>] for the general public. The resulting contract shall also be published. The Ministry of Justice may use its discretion to redact information to protect key commercial interests or on prescribed grounds. Therefore, bidders who wish information not to be published if successful should secure agreement with the Ministry of Justice prior to submission. Only documentation relating to awarded contracts will be published.

Key commercial interests would be trade secrets and commercial interests which would be prejudiced by publication, following the tests in section 43 of the Freedom of Information Act 2000. Key commercial interests would be trade secrets and commercial interests which would be prejudiced by publication, following the tests in section 43 of the Freedom of Information Act 2000. <http://www.justice.gov.uk/downloads/information-access-rights/foi/foi-s43-exemptions.pdf>

The prescribed grounds for redaction are:

(a) national security

(b) personal data

(c) information protected by intellectual property law;

(d) information which it is not in the public interest to disclose (following the tests under the Freedom of Information Act 2000)

- (e) third party confidential information
- (f) IT security; or
- (g) prevention of fraud

GOVERNMENT SECURITY CLASSIFICATION

From 2nd April 2014 the Government introduced its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (URL)

Body responsible for mediation procedures (if applicable)

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (URL)

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

The Ministry of Justice will apply a minimum 10 calendar day standstill period following electronic notification (minimum of 15 calendar days for any other means of communication) to tenderers of its intention to award. Appeals and challenges should be communicated through the Ministry of Justice eSourcing portal.

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

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (URL)

VI.5) Date of dispatch of this notice:

07/05/2015 (dd/mm/yyyy) - ID:2015-061216

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): _____ Telephone: _____
For the attention of: _____
E-mail: _____ Fax: _____
Internet address: *(URL)* _____

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name: _____ National ID: *(if known)* _____
Postal address: _____
Town: _____ Postal code: _____ Country: _____
Contact point(s): _____ Telephone: _____
For the attention of: _____
E-mail: _____ Fax: _____
Internet address: *(URL)* _____

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name: _____ National ID: *(if known)* _____
Postal address: _____
Town: _____ Postal code: _____ Country: _____
Contact point(s): _____ Telephone: _____
For the attention of: _____
E-mail: _____ Fax: _____
Internet address: *(URL)* _____

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

Official name [Her Majesty's Treasury \(and all of their arm's length bodies\)](#) National ID (if known): _____
Postal address: [1 Horse Guards Road](#)
Town [London](#) Postal code [SW1A 2HQ](#)
Country [United Kingdom \(UK\)](#)
----- (Use Annex A Section IV as many times as needed) -----
Official name [The Home Office \(and all of their arm's length bodies\)](#) National ID (if known): _____
Postal address: [Unit 2 Marsham Street](#)
Town [London](#) Postal code [SW1P 4DF](#)
Country [United Kingdom \(UK\)](#)

----- (Use Annex A Section IV as many times as needed) -----

Annex B
Information about lots

Title attributed to the contract by the contracting authority

Lot No : **Lot title :**

1) Short description:

2) Common procurement vocabulary (CPV):

Main vocabulary:

3) Quantity or scope:

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

Currency:

or

Range: between :

and:

Currency:

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Annex C1 – General procurement
Service categories referred to in Section II: Object of the contract
Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.