

# Contract Notice



## Section I: Contracting authority

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

Official name: UKSBS Shared Business Services Ltd  
National ID: (if known)  
Postal address: North Star House, North Star Avenue  
Town: Swindon  
Postal Code: SN2 1FF  
Country: UK  
Contact point(s): John Welch  
For the attention of: John Welch  
Telephone: +44 1793867305  
E-Mail: john.welch@uksbs.co.uk  
Fax:

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

General address of the contracting authority (URL):  
[www.uksbs.co.uk](http://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 PS150146 For the provision of a regular call off contract to carry out "Baseline" type Securing Screening Services for the recruitment process of job candidates and existing employees

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

Category: SERVICES

Service category: 23

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

Main place of performance

United Kingdom

#### 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)**

UKSBS Shared Business Services Ltd as the Contracting Authority agency on behalf of the seven UK based Research Councils; their Institutes, and other associated bodies and organisations, wishes to form a particular "call off" contract to service for the provision of a variety of "Baseline" level type security screens for job candidates during and as part of the recruitment requested by individual purchase requisitions/ "smart form" order(s) - raised through UK SBS Shared Shared Services central HR services and hub partners.

The type and range of pre-employment screens is set out in the "Baseline" matrix in the Request for Proposal (RFP) tender documents

The seven Research Councils in the UK and with some overseas are:-

Medical Research Council; Science & Facilities Research Council; Biology and Biological Research Council; Arts and Humanities Research Council; Economic and Social Research Council; Engineering and Physical Science Research Council; Natural Environment Research Council

Other bodies including The Department of Business Innovation & Skills and all its associated organisations and partners.

## II.1.6) Common Procurement Vocabulary (CPV)

Main object [79700000] Investigation and security services

Additional objects [79600000] Recruitment 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)

The length of the Contract will be for a period of 36 months from the contract start date with option to extend for a further 12 months subject to performance; maximum contract period length subject performance. UKSBS Shared Business Services Ltd as the Contracting Authority is putting in place a Contract Agreement for a single supplier Contract Agreement for the provision of a variety of "Baseline" level type security screens for job candidates during and as part of the recruitment requested by individual purchase requisitions/ "smart form" order(s) - raised through UK SBS Shared Services central HR services and hub partners.

The type and range of pre-employment screens is set out in the "Baseline" matrix in the Request for Proposal (RFP) tender documents and the Specification paper.

#### 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 UK SBS is procuring the Contract or Framework as a central purchasing body for multiple Customers who are other contracting authorities. This means that other contracting authorities named in this OJEU Notice may use the Contract or Framework.

Detailed on the UK SBS Ltd website is a list of all organisations, institutes, centres and bodies (Authorised Entities) that may also use any appropriately advertised Contract let by UK Shared Business Services Ltd The full list is detailed below.

UK SBS Pan Government list is available at <https://intranet.uksbs.co.uk/procurement/teamsite/Pages/SourcingContract.aspx>

Document 'Customer Profiles'

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

Currency: GBP

OR Range: between 800000  
and 900000

Currency: GBP

**II.2.2) Options (if applicable)**

Options:

- yes
- no

If yes, description of these options

The term of contract will be for 3 years, with an option to extend for a possible 4th and final year, released singularly, and awarded and confirmed subject to satisfactory performance. Four years is the maximum achievable period on the contract

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

in Months:

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: 25/01/2016

completion: 24/01/2020

## 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 are 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). All Selection criteria shall be on Mandatory Pass / Fail grounds.

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/respond-tender>

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@ccs.gsi.gov.uk](mailto:ExpressionOfInterest@ccs.gsi.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

email: [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.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 eSourcing 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):

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

### 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

Project specific requirements

The Contracting Authority requires all interested parties to sign a Non Disclosure Agreement prior to being able to access the sourcing documents

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

Bidders should hold as a basic standard for their Company ISO27001 Information Security Management Standard

### 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.	Quality	70
2.	Price	30
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 PS150146 BASELINE SECURITY SCREENING

##### 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): 03/12/2015

Time: 14:00

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): 08/12/2015

Time: 14:00

### **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
- lt
- 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): 08/12/2015

Time: 14:01

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

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

yes

no

Electronically, via web-based portal "CCS Emptoris system"

**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 the candidates.

If the Contracting Authority decides to enter into a Contract Agreement 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.

Any orders placed under this Contract will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the Framework reserve the right to use any electronic portal during the life of the agreement.

The values provided for a Contract in this notice is only an estimate. We cannot guarantee any business values or volumes.

UK Shared Business Services Ltd wishes to establish a Framework Agreement for use by the following UK public sector bodies (and any future successors to these organisations):

UK Shared Business Services Ltd will be utilising electronic ordering.

UK Shared Business Services Ltd are able to accept unstructured electronic invoicing.

UK Shared Business Services Ltd will be utilising electronic payment.

## **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: North Star House, North Star Way  
Town: Swindon  
Postal Code: SN2 1FF  
Country: UK  
E-Mail: [policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)  
Telephone  
Internet address [www.uksbs.co.uk](http://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: UK Shared Business Services Ltd  
National ID:(if known)  
Postal address: North Star House, North Star Avenue  
Town: Swindon  
Postal Code: SN2 1FF  
Country: UK  
Contact point(s):  
For the attention of  
Telephone  
Fax:  
E-Mail: [expressionofinterest@crownccommercial.gov.uk](mailto:expressionofinterest@crownccommercial.gov.uk)  
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: UK Shared Business Services Ltd  
National ID:(if known)  
Postal address: North Star House, North Star Avenue  
Town: Swindon  
Postal Code: SN2 1FF  
Country: UK  
Contact point(s):  
For the attention of  
Telephone  
Fax:

E-Mail: [expressionofinterest@crownccommercial.gov.uk](mailto:expressionofinterest@crownccommercial.gov.uk)

Internet address  
(URL)

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

Official name: UK Shared Business Services Ltd

National ID:(if  
known)

Postal address:

Town:

Postal Code:

Country: UK

Contact point(s):

For the attention of

Telephone

Fax:

E-Mail: [expressionofinterest@crownccommercial.gov.uk](mailto:expressionofinterest@crownccommercial.gov.uk)

Internet address <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>  
(URL)

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

Official name: Medical Research Council

National ID:(if  
known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1FL

Country: UK

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

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

Official name: Science and Technology Facilities Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1SZ

Country: UK

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

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

Official name: Arts and Humanities Research Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1FL

Country: UK

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

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

Official name: Biology and Biological Research Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1UH

Country: UK

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

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

Official name: Natural Environment Research Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1EU

Country: UK

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

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

Official name: Economic and Social Research Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1UJ

Country: UK

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

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

Official name: Engineering and Physical Research Council

National ID:(if known)

Postal address: Polaris House, North Star Avenue

Town: Swindon

Post code: SN2 1ET

Country: UK

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

## Annex B: Information about lots

Lot No

Lot Title

### 1) SHORT DESCRIPTION

Lots not applicable

### 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

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