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**United Kingdom-Liverpool: Administration services
2020/S 162-395358**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: The Minister for the Cabinet Office acting through Crown Commercial Service

Postal address: 9th Floor, The Capital, Old Hall Street

Town: Liverpool

NUTS code: UK UNITED KINGDOM

Postal code: L3 9PP

Country: United Kingdom

E-mail: supplier@crowncommercial.gov.uk

Telephone: +44 3150103503

Internet address(es):

Main address: <https://www.gov.uk/ccs>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://supplierregistration.cabinetoffice.gov.uk/dps>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://supplierregistration.cabinetoffice.gov.uk/dps>

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Grant Administration Services

Reference number: RM6172

II.1.2) Main CPV code

75100000 Administration services

II.1.3) Type of contract

Services

II.1.4) **Short description:**

Crown Commercial Service (CCS) is setting up a new Dynamic Purchasing System (DPS) for a period of 48 months. The DPS is being established for the provision of grant administration services for all UK central government departments and their arm's length bodies, the wider public sector and third sector organisations. CCS is inviting bidders to request to participate in the new grant administration services DPS. The three distinct categories of the DPS service filters are sector, services and location. If you are successfully appointed to the DPS following your submission you will be invited by customers (buyers) to submit tenders for relevant services through a call for competition. This DPS remains open for any supplier to request to participate throughout the duration of the DPS. CCS reserves the right to reduce, extend or terminate the DPS period at any time during its lifetime in accordance with the terms set out in the DPS contract.

II.1.5) **Estimated total value**

Value excluding VAT: 50 000 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

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

71248000 Supervision of project and documentation
72224000 Project management consultancy services
72591000 Development of service level agreements
75112000 Administrative services for business operations
75130000 Supporting services for the government
75131000 Government services
79000000 Business services: law, marketing, consulting, recruitment, printing and security
79212000 Auditing services
79212400 Fraud audit services
79300000 Market and economic research; polling and statistics
79311410 Economic impact assessment
79314000 Feasibility study
79315000 Social research services
79320000 Public-opinion polling services
79340000 Advertising and marketing services
79341400 Advertising campaign services
79342100 Direct marketing services
79419000 Evaluation consultancy services
98910000 Services specific to international organisations and bodies

II.2.3) **Place of performance**

NUTS code: UK UNITED KINGDOM

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

Crown Commercial Service (CCS) key priorities are to support visibility and control of grant services whole life costs and to influence efficiencies through:

- offering valued grant solutions to meet buyers individual requirements; building and increasing capacity of high-quality grant services outputs;
- developing a dynamic commercial model for access to grant services.

The core requirement of the grant administration services DPS shall include, but shall not be limited to, provision of either one (or a combination) of services in each of the following six (6) distinct categories:

- design and development
- market engagement and promotion
- application and award services
- evaluation services
- counter fraud services

Full programme management.

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: 48

This contract is subject to renewal: no

II.2.9) Information about the limits on the number of candidates to be invited

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

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:

Suppliers will be assessed on their response to the selection criteria in their request to participate for a place on the RM6172 Grant Administration Services DPS Agreement. The procurement bid pack and registration details can be accessed via the following URL address: <https://supplierregistration.cabinetoffice.gov.uk/dps>

And clicking on 'Professional Services' link.

Please read the DPS needs document first for a full overview of the procurement process and read the instructions carefully. To register for the RM6172 — Grant Administration Services DPS Agreement please select the 'Access as a Supplier' link which can be located at the URL address above. An example of how to register for the DPS platform can be found at the following YouTube generic guide: <https://www.youtube.com/watch?v=1gMaEIqEyY&authuser=0>

Please note that to register you 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. The procurement

will be managed electronically via CCS. The value provided in section II.1.5) is only an estimate. We cannot guarantee to suppliers any business through this DPS Agreement. This procurement offering does not guarantee any minimum spend and there will be no form of exclusivity or volume guarantee under this DPS. As part of this contract notice the bid pack and the following documents can be accessed at the link provided below:

- 1) contract notice authorised customer list;
- 2) rights reserved for CCS DPS Agreement.

As part of this contract notice the following documents can be accessed at <https://www.contractsfinder.service.gov.uk/Notice/Start/6f9d50ea-95ae-47d5-af04-844fb27931d4>

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

III.2.3) Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

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 237-581433](#)

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

Date: 18/08/2024

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

IV.2.7) Conditions for opening of tenders

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:**

The value provided in section II.1.5) is only an estimate. The authority cannot guarantee to suppliers any business through this DPS Agreement. The authority expressly reserves the right:

- (i) not to award any DPS Agreement 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 tendering competition and in no circumstances will the customer be liable for any costs incurred by the suppliers;
- (iii) to make changes to the management charge applicable to this DPS in relation to both the percentage charged and the methodology used.

We consider that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at the call for competition.

It is the supplier's responsibility to take your own advice and consider whether TUPE is likely to apply in the particular circumstances of the contract and to act accordingly.

On 2 April 2014 Government introduced its Government Security Classifications (GSC) scheme which replaced Government Protective Marking Scheme (GPMS). A key aspect is the reduction in the number of security classifications used. All bidders should make themselves aware of the changes as it may impact on this requirement. The link below to Gov.uk provides information on the GSC at:

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

Cyber essentials is a mandatory requirement for central government contracts which involve handling personal information or provide certain ICT products/services. Government is taking steps to reduce the levels of cyber security risk in its supply chain through the cyber essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by cyber essentials, for services under and in connection with this procurement.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: The Minister for the Cabinet Office acting through Crown Commercial Service

Postal address: 9th Floor, The Capital, Old Hall Street

Town: Liverpool

Postal code: L3 9PP

Country: United Kingdom

E-mail: supplier@crowncommercial.gov.uk

Telephone: +44 3450103503

Internet address: <https://www.crowncommercial.gov.uk/>

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

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

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

18/08/2020