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**United Kingdom-Bristol: Training programme services  
2016/S 172-309985**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

The Higher Education Funding Council for England  
Nicholson House, Lime Kiln Close, Stoke Gifford  
BS34 8SR Bristol  
United Kingdom

**Internet address(es):**

General address of the contracting authority: <http://www.hefce.ac.uk/>

**Further information can be obtained from:**

UK Shared Business Services Ltd  
Contact point(s): Al Staunton-Lambert

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

UK Shared Business Services Ltd

**Tenders or requests to participate must be sent to:**

UK Shared Business Services Ltd  
E-mail: [ExpressionOfInterest@crownccommercial.gov.uk](mailto:ExpressionOfInterest@crownccommercial.gov.uk)  
Internet address: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

**I.2) Type of the contracting authority**

Body governed by public law

**I.3) Main activity**

Other: public procurement

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

The contracting authority is purchasing on behalf of other contracting authorities: yes  
The Higher Education Funding Council for England  
Nicholson House, Lime Kiln Close, Stoke Gifford  
BS34 8SR Bristol  
United Kingdom

**Section II: Object of the contract**

**II.1) Description**

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

UK SBS PS16147 Leadership development — personal impact and influence.

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

Services

Service category No 24: Education and vocational education services  
NUTS code UK

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

The notice involves a public contract

II.1.4) **Information on framework agreement**

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

Aims

As part of a leadership and management development programme for middle managers HEFCE is seeking to identify a provider of a module which covers personal impact and influence.

The aim of this tender exercise is to identify a provider who can run this module. The module will be piloted and evaluated. If successful the module will be modified as appropriate and rolled out.

Subject to performance we would aim to retain the same provider for a maximum of 3 years, release on a 1+1+1 yearly basis.

Objectives:

- client briefing meeting to fully understand the requirement, and propose any additional research required;
- provide broad outline of draft programme for agreement by HEFCE;
- design and pilot the programme;
- work with HEFCE to evaluate the programme, including obtaining feedback from HEFCE staff, and make any necessary adjustments to the programme;
- ongoing delivery of the programme as required by HEFCE (specific dates to be agreed);
- working with HEFCE, ongoing evaluation of the programme, including obtaining feedback from HEFCE staff, and make any necessary adjustments to the programme.

Scope.

The requirement is to:

Gain a detailed understanding of HEFCE's needs;

- Design a programme that aims to develop middle manager leadership and management skills and capabilities in the area of personal impact, confidence and influence;
- The programme should fully explore theory and practice, as well as case studies. HEFCE would also expect to see implementation and continuous development built into the programme;
- Advise on the length of the programme (we would expect it to be twice a year over the potential 3-year contract period. Once appointed we want the provider to advise on the length of the programme per cohort (and people per cohort), based on their findings following fact finding);
- Deliver and evaluate a pilot programme, seeking feedback from delegates, by end December 2016;
- Discuss pilot with HEFCE and agree next steps;
- Subject to the outcome of the pilot, run the programme approximately twice a year for up to 3 years, evaluating and making improvements each time as necessary.

Please refer to the tender documentation for the full specification.

II.1.6) **Common procurement vocabulary (CPV)**

80521000, 80570000, 80522000, 80532000

II.1.7) **Information about Government Procurement Agreement (GPA)**

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

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

Estimated value excluding VAT: 150 000 GBP

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 2

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

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

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

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 governing them:**

Bids are to be priced in £GBP.

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

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

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 the 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/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@crowncommercial.gov.uk](mailto:ExpressionOfInterest@crowncommercial.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 ability**

Information and formalities necessary for evaluating if the requirements are met: Candidates will be assessed in accordance with the

Public Contracts Regulations 2015.

The sourcing documents can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1).

We will also require to see at least one of the following documents

a. A copy of the audited accounts for the most recent 2 years;

b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation

c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position

d. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank,

charity accruals accounts or an alternative means of demonstrating financial status).

Minimum level(s) of standards possibly required: 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).

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the 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.

**III.2.4) Information about reserved contracts**

**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: no

**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: no

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure**

Open

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate**

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

**IV.2) Award criteria**

**IV.2.1) Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

**IV.2.2) Information about electronic auction**

An electronic auction will be used: yes

Additional information about electronic auction:

**IV.3) Administrative information**

**IV.3.1) File reference number attributed by the contracting authority:**

UK SBS PS16147 Leadership development – personal impact and influence

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

no

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 13.10.2016 - 14:00

Payable documents: no

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

14.10.2016 - 14:00

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates**

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

English.

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

in days: 90 (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders**

Date: 14.10.2016 - 14:00

Place:

Electronically, via web-based portal.

Persons authorised to be present at the opening of tenders: no

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: no

**VI.2) Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

**VI.3) Additional information**

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 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.

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

Core Customers: Associated Bodies.

The Contract will be open for use by The Higher Education Funding Council for England.

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

**VI.4) Procedures for appeal**

**VI.4.1) Body responsible for appeal procedures**

**VI.4.2) Lodging of appeals**

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

UK Shared Business Services Ltd

North Star House, North Star Avenue

SN2 1FF Swindon

United Kingdom

E-mail: [policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Internet address: [www.uksbs.co.uk](http://www.uksbs.co.uk)

VI.5) **Date of dispatch of this notice:**  
2.9.2016