

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:100260-2015:TEXT:EN:HTML>

**United Kingdom-London: Design consultancy services  
2015/S 057-100260**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

The Secretary of State for Defence (the 'Authority')

Ministry of Defence Main Building Whitehall

Contact point(s): Managing agent (for this Procurement) Crown Commercial Service, 9th Floor, The Capital, Old Hall Street, Liverpool, L3 9PP

SW1A 2HB London

UNITED KINGDOM

Telephone: +44 3450103503

E-mail: [managedcontracts@ccs.gsi.gov.uk](mailto:managedcontracts@ccs.gsi.gov.uk), [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk), [enablement@ccs.gsi.gov.uk](mailto:enablement@ccs.gsi.gov.uk)

**Internet address(es):**

General address of the contracting authority: <http://www.gov.uk/ccs>

Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.uk>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

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

Ministry or any other national or federal authority, including their regional or local sub-divisions

**I.3) Main activity**

Defence

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

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

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

Acquisition Support Partner(ASP) for the Ministry of Defence.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or location of works, place of delivery or of performance: Split across 5 sites: MOD Main Building, Whitehall, London; HMS Excellent, Whale Island, Portsmouth; Malborough Lines, Monxton Road, Andover; RAF High Wycombe, Buckinghamshire; Northwood HQ, Northwood, Middlesex.

NUTS code UK

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

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

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

Provision of consultancy support to help build Acquisition System competence and confidence, mainly within Front line Commands (Navy, Army, Air, Joint Forces) and Strategic Programmes. Some work will involve assisting with the MOD's Financial Transformation Programme.

We are looking to the ASP to help us up-skill in several areas including Project, Programme, Portfolio and Performance Management.

The ASP will be expected to provide some coaching and mentoring at several levels within the organisation.

The contract is expected to be awarded on 12.6.2015 and will last for a 1 year period with the option to extend by a further 1 year plus 1 year period(s).

The contract has a value between 25 000 000 GBP and 30 000 000 GBP.

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

79415200, 79400000, 79410000, 79411000, 79411100

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:**

As part of the Generate Customer Capability theme, the Ministry of Defence (MOD) has recognised the need to use an Acquisition Support Partner (ASP) to fully embed the changes, behaviours and ways of working required within the Front Line Commands (FLC). Without the ASP we would not be able to realise the window of opportunity that presently exists to seek to up-skill the FLCs and develop their capabilities as Intelligent Customers as part of a reformed Acquisition System. This is therefore not a case of benefits being delayed; it is likely that they would not be delivered, certainly as part of the current reform activity. In practice, this means that:

— the interface between Defence Equipment & Support (DE&S) and its customers would not be strengthened, putting at risk the benefits to the MOD Acquisition System from establishing the DE&S as a bespoke trading entity; and

— the ability for MOD effectively to govern and manage the outputs of the DE&S through the Commands (a fundamental plank of the delegated operating model) would be put at risk. The scope of this assistance will be against 3 distinct areas:

- 1) Build Competence
- 2) Embed and Maintain Behaviours;
- 3) Coherence.

The contract will be centrally managed by the Acquisition System Authority (ASA) work and will support:

- FLCs and SP,
- ASA,
- Head Office (HO).

The ASP will not undertake an audit function but will be expected to provide coherent advice across the FLCs in line with the direction, policy and guidance that has been published in the Acquisition Support Operating Model (ASOM) and Acquisition Support Handbook.

The MOD's priority is to build an intelligent customer with the necessary Knowledge, Skills and Experience (KSE) and embedded behaviours required to interface with a Match Fit DE&S in order to ensure successful delivery of the required outputs (eg as set out within the Command Acquisition Support Plan and Information Services Plan (CASPs and ISPs). The focus of the ASP will be on successful change management through the implementation of optimised Target Organisation Operating models (TOOMs) within the FLCs and SP. ASP activity will include support a significant contribution to embedding competence and up-skilling staff within the FLCs in order to deliver the required changes. By definition the ASP must ensure a significant degree of skills transfer during the contract period to achieve the programmes aims.

The tasks are designed to provide:

- assistance to FLCs and SP as they continue their transformation;
- an independent voice offering advice and assistance within FLCs/SP;
- industry best practice of Portfolio, Programme, Project and Performance Management;
- assistance with 'fine tuning' op models;
- assistance with competence and confidence building;
- a challenge to behaviours across the acquisition system;
- additional tasking as required including Interventions, Review and Short Studies.

The described tasks are not meant to be prescriptive and there may be some need to change emphasis on some tasks as the Authority tests and adjusts during the contract period. Any changes arising will be captured within the tasking process, will fit within the overall scope of the contract and will not increase the total contracted cost.

As this is a 1 year contract plus 1 plus 1 designed to build competence, transfer skills and embed behavioural change, it is recognised that some flexibility will be required to ensure the contract meets its stated aims. The tasking process will give this flexibility and will be managed through the ASA as required.

Estimated value excluding VAT:

Range: between 25 000 000 and 30 000 000 GBP

#### II.2.2) **Information about options**

Options: no

#### II.2.3) **Information about renewals**

#### 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 by the Contracting Authority if considered appropriate.

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

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

No special legal form is required but if a contract is awarded to a Group of Economic Operators, the Authority may require the formation of a legal entity before entering into the Contract.

III.1.4) **Other particular conditions**

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

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: Candidates will be assessed in accordance with -Section 5 of the Regulations implementing the Directive on the basis of information provided in response to an Invitation to Tender ('ITT').

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

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

If you 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, 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. Full instructions for registration and use of the system can be found at <https://www.gov.uk/government/publications/become-a-crown-commercial-service-supplier>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by e-mailing [expressionofinterest@ccs.gsi.gov.uk](mailto:expressionofinterest@ccs.gsi.gov.uk)

Your e-mail must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the e-mail. Crown Commercial Service will process the e-mail and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification e-mail to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris e-mail 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 e-mails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service Helpdesk e-mail: [enablement@ccs.gsi.gov.uk](mailto:enablement@ccs.gsi.gov.uk)

Responses must be published by the date in IV.3.4).

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Candidates will be assessed on the basis of information provided in response to an ITT.

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

The contracting authority may take into account any of the following information:

(a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;

(b) the presentation of financial statements or extracts from the financial statements where the position of financial statements is required under the law of the country in which the economic operator is established;

(c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

III.2.3) **Technical capacity**

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

Candidates will be assessed in accordance with Section 5 of the Regulations implementing the Directive, on the basis of information provided in response to an ITT.

The Contracting Authority may take into account the following information:

(a) the following lists:

(i) a list of the works carried out over at the most the past five years, accompanied by certificates of satisfactory execution and outcome for the most important works; where necessary in order to ensure an adequate level of competition, contracting authorities may indicate that evidence of relevant works carried out more than five years before will be taken into account;

(ii) a list of the principal deliveries effected or the main services provided over at the most the past 3 years, with the sums, dates and recipients, whether public or private, involved. Where necessary in order to ensure an adequate level of competition, contracting authorities may indicate that evidence of relevant supplies or services delivered or performed more than three years before will be taken into account;

(b) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work.

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

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**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated below

1. Quality. Weighting 70

2. Price. Weighting 30

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

An electronic auction will be used: no

IV.3) **Administrative information**

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

RM3738

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

**Prior information notice**

Notice number in the OJEU: [2014/S 227-401060](#) of 25.11.2014

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

Payable documents: no

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

17.4.2015 - 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**

Duration in months: 36 (from the date stated for receipt of tender)

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

Place:

Electronically via web-based portal.

**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**

Please note, this Procurement is being managed and facilitated by Crown Commercial Service (referred to as the Managing Agent). The Managing Agent is acting on behalf of the Contracting Authority throughout the procurement process.

The Acquisition Support Partners contract will be between the successful Supplier and the contracting authority, not the Managing Agent.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, Crown Commercial Service intends to publish the Invitation to Tender (ITT) document and the text of any Contract awarded, subject to possible redactions at the discretion of Crown Commercial Service.

Further information on transparency can be found at: <http://ccs.cabinetoffice.gov.uk/about-government-procurement-service/transparency-and-accountability/transparency-procurement>

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 tendering competition; and in no circumstances will the contracting authority be liable for any costs incurred by the candidates.

Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers.

The value range provided in section II.1.4) is only an estimate and the Authority cannot guarantee to potential providers any business which is over and above the minimum commitment stated in section II.2.1).

On 2.4.2014 the Government introduced its new Government Security Classifications (GSC) classification scheme which replaced the 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/governmentsecurity-classifications>

On 1.10.2014, suppliers must be compliant with the new Cyber Essentials controls if bidding for government contracts which involve the handling of sensitive and personal information and the provision of certain technical products and services. The easiest way to demonstrate that the Cyber Essentials requirements are met is to gain the Cyber Essentials certificate and this is also likely to be the cheapest way to demonstrate compliance. The Cyber Essentials Assurance Framework, leading to the award of Cyber Essentials and Cyber Essentials Plus certificates for organisations, has been designed in consultation with SMEs, including the Federation for Small Business, to be 'lighttouch' and achievable at low cost. The 2 options give organisations a choice over the level of assurance they wish to gain and the cost of doing so. This scheme offers the right balance between providing additional assurance of an organisation's commitment to implementing Cyber Security to third parties, while retaining a simple and low cost mechanism for doing so. The need to meet the requirements of the Cyber Essentials Scheme will extend to sub-contractors of the supplier where such sub-contractors are involved, on behalf of the supplier, in the handling of sensitive and personal information and the provision of certain technical products and services. The supplier and any sub-contractors will need to renew their evidence of Cyber Essentials compliance at least annually.

Please refer to the CCS website: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/supplier-guidance-supporting-information/complaintsduring-procurement-process> for information about how complaints are handled during the procurement process.

VI.4) **Procedures for appeal**

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

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: There is no right of appeal in this procurement. If you have a complaint or seek to challenge the outcome please follow the guidance on procedure contained in the previous section.

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

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

18.3.2015