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**United Kingdom-Swindon: Business analysis consultancy services
2016/S 135-243479**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

UK Shared Business Services Ltd
North Star House, North Star Avenue
For the attention of: Ben Osborne
SN2 1FF Swindon
United Kingdom
Telephone: +44 1793867000
E-mail: professionalservices@uksbs.co.uk

Internet address(es):

General address of the contracting authority: www.uksbs.co.uk

Further information can be obtained from:

UK Shared Business Services Ltd

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@crowcommercial.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
Department for Business, Innovation and Skills
1 Victoria Street
SW1H 0ET London

Section II: Object of the contract

II.1) Description

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

UK SBS PS16149 Reviewing Post-16 Education and Training Establishments in England Support for the Area Review process.

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

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)

UK Shared Business Services Ltd as the Contracting Authority is putting in place a contract for The Department for Business, Innovation and Skills.

II.1.6) Common procurement vocabulary (CPV)

72221000, 73220000, 80300000, 75121000

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: yes

Tenders may be submitted for one or more lots

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:

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.

Advisory, Conciliation and Arbitration Services (ACAS);

Arts and Humanities Research Council (AHRC);

Biotechnology and Biological Sciences Research Council (BBSRC);

Department for Business, Innovation and Skills (BIS);

Community Interest Companies (CIC);
Economic and Social Research Council;
Energy Technologies Institute (ETI);
Engineering and Physical Sciences Research Council (EPSRC);
GO-Science;
Higher Education Funding Council for England (HEFCE);
Low Pay Commission (LPC);
Medical Research Council (MRC);
Natural Environment Research Council (NERC);
Office Manpower Economics (OME);
The Pirbright Institute;
Council for Science and Technology (CST);
Science and Technology Facilities Council (STFC);
Innovate UK;
UK SBS (Pan Government);
UK Space Agency (UKSA);
UK Trade and Investment (UKTI).

Background to Requirement:

As set out in the Governments policy document 'Reviewing post 16 education' the Department for Business, Innovation and Skills (BIS) and the Department for Education (DfE) is currently overseeing the review of all FE and 6 Form Colleges in England. BIS and DfE are separate Government Departments, reporting ultimately to their respective Ministers who are accountable to Parliament.

The reviews themselves are locally steered reviews, overseen by the FE Commissioner and the 6th Form College Commissioner, and carried out by FE Advisors. Support is provided via JARDU (Joint Area Review Delivery Unit with staff from BIS, DfE and the Skills and Education Funding Agencies).

The reviews report to a local Area Review Steering Group comprising typically of College Principals and Governors, Local Economic Partnerships (LEPs), the Regional Schools Commissioner and the local authority. It is the responsibility of the Steering Group to agree and implement review recommendations.

So far 3 of 5 'Waves' of reviews have either been completed or are under way. Waves 4 and 5 are due to start in September and November 2016 and comprise of 15 reviews involving 118 colleges. We need additional resources to undertake some of the Wave 4 and 5 reviews.

Aims and Objectives:

The aim of the exercise is to secure sufficient high-quality personnel able to carry out four of the remaining area reviews to the required standard and within the strict timetable, as well as to provide additional resource as needed to support the wider work of the restructuring programme in terms of both intervention and assessing the financial implications for government of proposals. The 1st 3 Waves of reviews have been completed with the final 2 Waves due to start after the summer (from 9.9.2016). We need additional resources in order to carry out and complete the reviews within the tight timetable.

All FE and 6 Form Colleges in England are currently being reviewed through the area review process. The overarching objective is to use the process to produce a Further Education infrastructure which:

- Comprises of financially sustainable colleges;
- Delivers quality education and training provision; and
- Meets the needs of the local economy.

Requirement:

General:

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot:

Lot 1: North East Area Review;

Lot 2: Lancashire Area Review;

Lot 3: Norfolk and Suffolk Area Review;

Lot 4: Somerset, Devon, Cornwall and Isles of Scily;

Lot 5: Support for the FE Commissioner and the wider restructuring programme, in securing best vfm.

Lot 1:

North East (10 Colleges);

Bishop Auckland College (GFE);

Sunderland College (GFE);

Derwentside College (Tertiary);

East Durham College (GFE);

Gateshead College (Tertiary);

New College Durham (GFE);

NCG (GFE);

Northumberland College (GFE);

South Tyneside College (Tertiary);

Tyne Metropolitan College (GFE);

Lot 2 Lancashire (12 Colleges);

Accrington and Rossendale College (Tertiary);

Blackburn College (GFE);

Burnley College (GFE);

Nelson and Colne College (Tertiary);

St Mary's College (SFC);

Blackpool and The Fylde College (GFE);

Cardinal Newman College (Catholic SFC);

Lancaster and Morecambe College (GFE);

Myerscough College (land-based);

Preston College (Tertiary);

Runshaw College (Tertiary);

The Blackpool 6th Form College (SFC);

Lot 3 Norfolk and Suffolk (6 Colleges);

City College Norwich (GFE);

Easton and Otley College (land-based);

Suffolk New College (GFE);

The College of West Anglia (GFE);

West Suffolk College (GFE);

Paston Sixth Form College (SFC);

Lot 4: Somerset, Devon, Cornwall and Isles of Scily (10 Colleges);

Bridgwater College (Tertiary) — recently merged with Somerset College of Arts and Technology;

Richard Huish College (SFC);

Strode College (Tertiary);
Yeovil College (Tertiary);
City College Plymouth (GFE);
Exeter College (Tertiary);
Petroc (Tertiary);
South Devon College (GFE);
Cornwall College (GFE);
Truro and Penwith College (Tertiary).

Lot 5:

Support for the FE Commissioner (Volume TBC, N/A, 65 Days work).

Any potential conflicts of interest should be disclosed. If necessary, these would be addressed through contractual arrangements. The 1st meetings of these reviews start in early September 2016, and the analysis work will commence from then. While there is some flexibility in the timing of individual college visits, the work will need to be complete in order to inform the development of options. For the 1st reviews this will be by late October. All reviews need to be completed by 31.3.2017. Bidders will be expected to confirm their earliest start date within the RFP questions.

Capacity required:

The firm(s) appointed will provide advice on colleges covered by an area review and help develop strategic options for presentation to the relevant Area Review Steering Group which oversees the process. The individuals in the firm(s) appointed will need to apply their strategic judgement to the range of issues needed to be covered by the review including financial health and management as well as education and skills delivery. In submitting a tender, the firms selected will need to demonstrate they have the capacity to test the information they are provided with, and to use face to face interviews with the college's leadership team to assess their capacity and forward plans. The firms will also need to demonstrate they will be credible at engaging with the college's senior leadership, and that they are able to provide feedback, while managing sensitivities — recognising that this is a voluntary process, in which college leaderships and governors will need to be convinced of the case for change. They will also need to be able to engage effectively and credibly with high level stakeholders as CE level in local authorities and LEPS.

This entails:

- Examining each college within that area review, assessing their financial resilience going forward, and the capacity of their leadership and governance;
- Writing the assessments of individual colleges within the review, based on the information provided;
- Making recommendations on future structural options for colleges within the review;
- Providing advice on the case for alternative business models and strategies;
- Engaging with colleges and steering groups where required to put forward recommendations. This will require senior level engagement;
- Working with stakeholders to achieve an agreed set of recommendations.

This includes:

- Provision of strategic advice on the full range of structural change options, robustly assess the options and make recommendations about which options will best meet the objectives for the area review. The colleges involved will be covered by the area reviews to be carried out between September 2016 and March 2017;
- Engagement with colleges and local stakeholders at a senior level;
- Helping the development of solutions for change to deliver financially sustainable quality provision;
- Engagement at senior level with the relevant Government Departments, the funding agencies, local providers and other relevant stakeholders.

We anticipate this process will require visits to all the colleges in scope. Past experience suggests each college requires some 8 working days to visit, investigate and report back plus a further 5 days to complete the synoptic review. A 10 college Area Review would therefore entail in the region of 85 days work.

Experience to date shows the area review work requires a particular mix of skills and expertise. The service provider will need to demonstrate that individuals delivering the service have:

- Expertise in overseeing business strategy and delivery model changes including for example developing customer and stakeholder demand analysis; structural options analysis; competition analysis; and in acquisitions, administration and takeovers;
- Expertise in leading and influencing complex organisational change within and across an educational institution context at pace;
- Expertise in developing and implementing quality/ improvement strategies;
- Very strong financial capabilities, including experience of the development of strategies for the effective and efficient use of resources including medium/long term financial modelling and forecasting; procurement experience including potential for shared services and better use of estates and technology;
- Knowledge and understanding of the Government's FE reform strategy as well as the current strategic and funding issues facing the FE college sector;
- Strong influencing and partnership working skills;
- The ability to produce high quality analysis and reports to tight deadlines.

The Reviews are geographically based with the objective of helping deliver quality sustainable provision which meets the needs of the local economy. Understanding the local circumstances surrounding the FE sector is important.

For Lot 5:

This will require the same set of skills and experience as for the other Lots. However the purpose of this Lot is to provide the FE Commissioner/wider restructuring programme with educational and financial services to support the objectives of the programme, where needed, recognising the current constraints and demands on the team. The work could involve any college in England and would be on an as and when call-off basis to provide the Restructuring Programme with a flexible resource. We anticipate this would entail up to 65 days work in total.

Aims and Deliverables:

There are 4 area reviews which need to be undertaken and completed between 9.9.2016 and 31.3.2017.

In scope for this work:

Conducting an assessment visit of each college within an area review. In doing this, the contractor will be able to draw on a range of written briefing, including the college's forward financial plan, and any structural proposals (including looking at the case for whether the college can continue to operate independently or whether it should look for a partner). The contractor will also have access to the LEP's and the local authorities' assessments of future education and skills needs to support the area's economic priorities, and demographic analysis of educational needs provided by the Joint Area Review Delivery Unit, and the local authority. The contractor will then conduct a visit of the college (this might typically be undertaken by 2 people over 2 days), and engage with its senior team to assess the college's current position and forward strategy. Key areas to consider at a relatively high level will be:

- An overview of the college's current position, and key trends that are likely to affect it going forward, the critical issues that it will have to grasp to ensure it is financially secure and meets the economic and educational needs of its local area;
- The college's approach to strategic planning;
- Its approach to aligning its curriculum with demand, and local economic and demographic need;
- The college's governance and leadership and management;

- Trends on student numbers, and the impact on its financial position, your assessment of any underlying issues that need to be addressed;
- The college's approach to delivering quality teaching and learning, and overseeing its retention and success rates;
- Its approach to Human Resources, staff contracts, managing staff costs;
- Managing its debt and borrowing levels;
- Analysis of projected income and expenditure;
- Managing its cash flow;
- Approach to financial management and control;
- Its approach to engaging employers;
- Its current partner arrangements with other institutions, and proposals for future partnerships;
- The college's area wide proposals for cost reductions / rationalisation proposals.

The key output for each assessment will be a report on each college within the review to the Area Review Team, which can be shared with the college. Your principal points of contact will be the Deputy FE Commissioner assigned to the review, and the Joint Area Review Delivery Unit lead.

The contractor will need to provide high level oral feedback to colleges on their future strategic plans. This will need to be tactfully positioned as discussed in the requirement below.

The contractor will also need to produce a synoptic report across the area, drawing out key trends at a high level across all the institutions in the review, and identifying particular challenges that need to be tackled. This report will compare relative performance across the institutions on each of the areas being assessed. This should get essential messages across, but be tactfully positioned. It will also identify collective challenges which face all the institutions in the review. The contractor may be called up on to present this paper to the area review steering group, or it may feed into a presentation provided by the Deputy FE Commissioner.

The contractor will be called upon at a high level to give views on emerging structural options from the review to the Area Review team. This will not be a full evaluation, but rather setting out concerns that may be relevant identified as a result of your visit. The contractor will not usually be responsible for producing the full area review report, or the final analysis of structural options for the review.

Advice provided will be in principle, based on the information available. Colleges will be expected to develop detailed options for recommendations and implementation plans after the review is completed, which will then be subject to due diligence and other due and proper processes.

To conduct this work, the companies appointed will draw on:

- Financial plans prepared by the Colleges. These will also be tested by the Joint Area Review Delivery Unit as part of the process;
- The LEP assessment of future business and educational demand for further education in the area;
- Demographic data supplied through the Joint Area Review Delivery Unit;
- College propositions for structural change, or statements of intent to remain as standalone institutions, supported by relevant evidence which will vary in depth;
- Additional data provided by the colleges, including demonstrating their current position against financial plans and forecasts, including the area review benchmarks.

The following activities are out of scope:

- The writing of final area review reports;
- Management of the Area Review steering group;
- The development of final recommendations (although you may be called to comment on emerging options);
- Review implementation — including the development of implementation plans;

— Engagement with commercial lenders or other wider stakeholders.

Timetable:

9.9.2016 — start of Wave 4 reviews. The analysis work on the 1st reviews will commence during September.

There is some flexibility on the timing of assessment visits, but the reports on the 1st reviews will need to be available to inform the development of options from mid October.

1.11.2016 — start of Wave 5 reviews:

All Wave 4 Reviews should be completed by February 2017;

All Wave 5 Reviews should be completed by March 2017;

31.3.2017 — completion of Area Review programme. All reviews completed and adviser reports submitted.

Estimated value excluding VAT: 394 000 GBP

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 6 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: North East Review

1) **Short description**

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot.

2) **Common procurement vocabulary (CPV)**

72221000, 80300000, 75121000, 73220000

3) **Quantity or scope**

Lot 1:

North East (10 Colleges):

— Bishop Auckland College (GFE);

— Sunderland College (GFE);

— Derwentside College (Tertiary);

— East Durham College (GFE);

— Gateshead College (Tertiary);

— New College Durham (GFE);

— NCG (GFE);

— Northumberland College (GFE);

— South Tyneside College (Tertiary);

— Tyne Metropolitan College (GFE).

Estimated value excluding VAT: 85 540 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 6 (from the award of the contract)

5) **Additional information about lots**

Lot No: 2

Lot title: Lancashire Area Review

1) **Short description**

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot.

2) **Common procurement vocabulary (CPV)**

72221000, 73220000, 80300000, 75121000

3) **Quantity or scope**

Lot 2 Lancashire (12 Colleges):

- Accrington and Rossendale College (Tertiary);
- Blackburn College (GFE);
- Burnley College (GFE);
- Nelson and Colne College (Tertiary);
- St Mary's College (SFC);
- Blackpool and The Fylde College (GFE);
- Cardinal Newman College (Catholic SFC);
- Lancaster and Morecambe College (GFE);
- Myerscough College (land-based);
- Preston College (Tertiary);
- Runshaw College (Tertiary);
- The Blackpool Sixth Form College (SFC).

Estimated value excluding VAT: 105 280 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 6 (from the award of the contract)

5) **Additional information about lots**

Lot No: 3

Lot title: Norfolk and Suffolk Area Review

1) **Short description**

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot.

2) **Common procurement vocabulary (CPV)**

72221000, 75121000, 73220000, 80300000

3) **Quantity or scope**

Lot 3 Norfolk and Suffolk (6 Colleges):

- City College Norwich (GFE);
- Easton and Otley College (land-based);

- Suffolk New College (GFE);
 - The College of West Anglia (GFE);
 - West Suffolk College (GFE);
 - Paston Sixth Form College (SFC).
- Estimated value excluding VAT: 52 640 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 6 (from the award of the contract)

5) **Additional information about lots**

Lot No: 4

Lot title: Somerset, Devon, Cornwall and Isle of Scily Review

1) **Short description**

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot.

2) **Common procurement vocabulary (CPV)**

72221000, 80300000, 73220000, 75121000

3) **Quantity or scope**

Lot 4 Somerset, Devon, Cornwall and Isles of Scily (10 Colleges):

- Bridgwater College (Tertiary) — recently merged with Somerset College of Arts and Technology";
- Richard Huish College (SFC);
- Strode College (Tertiary);
- Yeovil College (Tertiary);
- City College Plymouth (GFE);
- Exeter College (Tertiary);
- Petroc (Tertiary);
- South Devon College (GFE);
- Cornwall College (GFE);
- Truro and Penwith College (Tertiary).

Estimated value excluding VAT: 85 540 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 6 (from the award of the contract)

5) **Additional information about lots**

Lot No: 5

Lot title: Support for the FE Commissioner

1) **Short description**

The contract involves contributing to a total of 4 reviews involving 38 colleges, divided into 4 Lots plus a 5th Lot to provide the FE Commissioner's team with additional capacity. The requirement could be delivered with 1 contractor managing the overall delivery, working with sub-contractors. Alternatively, delivery could be based on individual contract arrangements. Tenderers are therefore invited to bid for 1 or more Lots. We aim to appoint 1 successful supplier per Lot.

2) **Common procurement vocabulary (CPV)**

72221000, 75121000, 73220000, 80300000

- 3) **Quantity or scope**
Lot 5 Support for the FE Commissioner (Volume TBC, N/A, estimated 65 Days work).
Estimated value excluding VAT: 65 000 GBP
- 4) **Indication about different date for duration of contract or starting/completion**
Duration in months: 6 (from the award of the contract)
- 5) **Additional information about lots**

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 1st 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

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) help desk (Not UK SBS Ltd): Freephone. 0345 010 3503.

email: supplier@ccs.gsi.gov.uk

Training support to respond to a requirement is available to bidders at: <http://www.ukpbs.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 1 of the following documents:

- a. A copy of the audited accounts for the most recent 2 years;
- b. A statement of the turnover, profit and 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: no

IV.3) **Administrative information**

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

UK SBS PS16149 Reviewing Post-16 Education and Training Establishments in England Support for the Area Review process

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: 18.8.2016 - 14:00

Payable documents: yes

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

19.8.2016 - 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: 19.8.2016 - 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 Department for Business, Innovation and Skills.

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
Internet address: www.uksbs.co.uk

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

11.7.2016