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Tender

## **DoJ Face to Face Interpretation Service (for non-English speakers)**

Department of Justice  
Police Service of Northern Ireland  
Police Ombudsman Northern Ireland

F02: Contract notice

Notice identifier: 2025/S 000-000017

Procurement identifier (OCID): ocids-h6vhtk-04cd39

Published 2 January 2025, 11:54am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Department of Justice

c/o Construction and Procurement Delivery, 303 Airport Road West

BELFAST

BT3 9ED

#### **Email**

[justice.cpd@finance-ni.gov.uk](mailto:justice.cpd@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.justice-ni.gov.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

**I.1) Name and addresses**

Police Service of Northern Ireland

c/o Construction Procurement Delivery, Clare House, 303 Airport Road West

Belfast

BT3 9ED

**Email**

[justice.cpd@finance-ni.gov.uk](mailto:justice.cpd@finance-ni.gov.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.psni.police.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

**I.1) Name and addresses**

Police Ombudsman Northern Ireland

c/o Construction Procurement Delivery, Clare House, 303 Airport Road West

Belfast

BT3 9ED

**Email**

[justice.cpd@finance-ni.gov.uk](mailto:justice.cpd@finance-ni.gov.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.policeombudsman.org/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

#### **I.4) Type of the contracting authority**

Body governed by public law

#### **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

DoJ Face to Face Interpretation Service (for non-English speakers)

Reference number

ID 5069492

#### **II.1.2) Main CPV code**

- 79540000 - Interpretation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Department of Justice (DOJ) seeks to establish a Contract for the provision of Face to Face Interpreting at locations throughout Northern Ireland. The provision of these services is essential to ensuring that the Criminal Justice Organisations (CJOs) can deliver a professional and progressive service to all those who enter the criminal justice system - including those who come before the civil, family or coroners' courts, or who use tribunal proceedings administered by the Northern Ireland Courts and Tribunals Service (NICTS). The main users of the contract will be: • Police Service of Northern Ireland (PSNI) • Northern Ireland Courts and Tribunals Service (NICTS) • Public Prosecution Service (PPS) • Probation Service of Northern Ireland (PBNI) • Legal Services Agency (LSANI) In addition to the five main users listed above, this contract may also be used by the following CJOs in Northern Ireland who are associated with and party to this contract: • The Northern Ireland Prison Service (NIPS) • The Youth Justice Agency • Police Ombudsman for Northern Ireland • Northern Ireland Prisoner Ombudsman • The Department of Justice • Compensation Services Agency • Victim Support • Police Rehabilitation and Retraining Trust • Northern Ireland Policing Board The DOJ requires Contractors to provide comprehensive spoken language interpreting services to fulfil the current and evolving needs of the CJOs signed up to this contract. The Contractors must be able to provide interpreting services through qualified and experienced personnel for a wide range of languages. The Contractors must provide face to face interpreting services 24 hours a day, 365 days a year. The Contractors must be able to provide interpreting services at premises located across Northern Ireland.

#### **II.1.5) Estimated total value**

Value excluding VAT: £6,500,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 79540000 - Interpretation services

### **II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland

Main site or place of performance

As required throughout Justice sector-related locations throughout Northern Ireland.

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

The Department of Justice (DOJ) seeks to establish a Contract for the provision of Face to Face Interpreting at locations throughout Northern Ireland. The provision of these services is essential to ensuring that the Criminal Justice Organisations (CJOs) can deliver a professional and progressive service to all those who enter the criminal justice system - including those who come before the civil, family or coroners' courts, or who use tribunal proceedings administered by the Northern Ireland Courts and Tribunals Service (NICTS). The main users of the contract will be: • Police Service of Northern Ireland (PSNI) • Northern Ireland Courts and Tribunals Service (NICTS) • Public Prosecution Service (PPS) • Probation Service of Northern Ireland (PBNI) • Legal Services Agency (LSANI) In addition to the five main users listed above, this contract may also be used by the following CJOs in Northern Ireland who are associated with and party to this contract: • The Northern Ireland Prison Service (NIPS) • The Youth Justice Agency • Police Ombudsman for Northern Ireland • Northern Ireland Prisoner Ombudsman • The Department of Justice • Compensation Services Agency • Victim Support • Police Rehabilitation and Retraining Trust • Northern Ireland Policing Board The DOJ requires Contractors to provide comprehensive spoken language interpreting services to fulfil the current and evolving needs of the CJOs signed up to this contract. The Contractors must be able to provide interpreting services through qualified and experienced personnel for a wide range of languages. The Contractors must provide face to face interpreting services 24 hours a day, 365 days a year. The Contractors must be able to provide interpreting services at premises located across Northern Ireland.

### **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**

Value excluding VAT: £6,500,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Initial Period - 3 years

Extension option - 2 years

### **II.2.13) Information about European Union Funds**

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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

Date

3 February 2025

Local time

3:00pm

#### **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**

Tender must be valid until: 4 May 2025

#### **IV.2.7) Conditions for opening of tenders**

Date

3 February 2025

Local time

3:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: CPD and client bodies would anticipate the next tender competition would be advertised around summer 2029

### **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**

Neither CPD nor the Department of Justice, related bodies and Police Service of Northern Ireland can provide any guarantees as to the levels of business under this contract. The estimated contract value is a broad estimate only; it includes additional quantum for unforeseen demand and to future proof. The estimate is not deemed to be a condition of contract nor a guarantee of minimum demand or uptake. No compensation will be payable to a Contractor should the actual demand be less than that stated.. . Contract Monitoring: the successful Contractor(s) performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a notice of written warning and notice of unsatisfactory performance, and this contract may be terminated. The issue of a notice of written warning and notice of unsatisfactory performance will result in the Contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of up to 3 years from the date of issue of the notice.. . The Authority expressly reserves the rights: (i) not to award any contract as a result of the procurement process commenced by publication of this notice; (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; (iii) to award (a) contract(s) in respect of any part(s) of the services covered by this notice and (iv) to award contract(s) in stages. And under no

circumstances will the Authority be liable for any costs incurred by Candidates.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued.

N/A

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e a minimum of 10 calendar days) at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.