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Tender

Life Sciences and Technology Pathfinder Accelerator 2021-2024

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2021/S 000-000556

Procurement identifier (OCID): ocds-h6vhtk-028980

Published 12 January 2021, 10:32am

Section I: Contracting authority

I.1) Name and addresses

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

Email

hieprocurement@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

National registration number

313

Internet address(es)

Main address

<http://www.hie.co.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Life Sciences and Technology Pathfinder Accelerator 2021-2024

Reference number

FTS0001

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this tender is to identify a suitably qualified and experienced supplier to work with HIE to deliver the Pathfinder Accelerator programme over the period of 2021-2024.

It is expected that these services will be required from April 2021 for a period of 3 years , unless terminated in accordance with the provisions of the Contract.

The maximum 3 year budget currently available to deliver this service is between GBP 450k and GBP 555k (excluding VAT).

II.1.5) Estimated total value

Value excluding VAT: £550,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80521000 - Training programme services
- 72224000 - Project management consultancy services
- 79411100 - Business development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The Pathfinder Accelerator is a business support programme focused on driving the growth of science, health and technology businesses. Using industry knowledge, the Pathfinder will help business teams to make the right decisions at the critical stages. Pathfinder participants will be recruited from the local business and social enterprise community, HIE's network of innovative projects, from an active research and development base within the NHS and from academic partners.

This project will enable an agile and sustainable Pathfinder programme to become an established and mainstream contributor to the stimulation of business growth in the Highland Council area.

II.2.5) Award criteria

Quality criterion - Name: Cyber Security / Weighting: Pass/Fail

Quality criterion - Name: Knowledge and Understanding / Weighting: 5%

Quality criterion - Name: Delivery Methodology - Programme Design & Development / Weighting: 15%

Quality criterion - Name: Delivery Methodology - Cohort Delivery / Weighting: 20%

Quality criterion - Name: Management & Delivery Team / Weighting: 20%

Quality criterion - Name: Management Methodology / Weighting: 15%

Quality criterion - Name: Risks & Challenges / Weighting: 5%

Price - Weighting: 20%

II.2.6) Estimated value

Value excluding VAT: £555,000

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

Duration in months

36

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

HIE may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

ERDF

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

4B.5 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Professional Risk Indemnity – minimum GBP 1m for each and every claim

Employers (compulsory) Liability – minimum GBP 5m for each and every claim. See <http://www.hse.gov.uk/pubns/hse40.pdf> for more information

Public Liability – minimum GBP 500k for each and every claim

4B.6 (not scored)

HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the framework please identify these PSC (s) in your response to 4B.6.

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The contract will include Key Performance Indicators (KPI's)/Service Levels (SLAs) which can be found within the Tender documentation.

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

Obligation to indicate the names and professional qualifications of the staff assigned to

performing the contract

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

16 February 2021

Local time

12:00pm

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

16 February 2021

Local time

12:00pm

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

Where bidders are participating with others (SPD 2A.17) and/or relying on the capacity of other entities in order to meet selection criteria (2C.1) and/or subcontracting (2D.1) they are required to provide information relating to these entities with the relevant supporting SPD documentation being submitted.

2A.3 National Identification Number (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number

2C.1 & 2D.1 Where relevant, bidders are required to provide information relating to consortia and/or sub-contractors with the relevant supporting SPD documentation being submitted

3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements

4B6 HIE as a public body must comply with HMRC IR35 provisions. Where you are bidding as a personal service company (PSC) or will be using a PSC to provide services under the Contract please identify these PSC(s) in 4B.6.

AWARD CRITERIA SCORING

Q1 Cyber Security will be evaluated using the criteria as per Scope of Requirements & Tender Guidance Notes.

The remainder of the Award criteria will be marked according to the following:

0 - Unacceptable - Nil or inadequate response which fails to demonstrate an ability to meet the requirement

1 - Poor - Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled

2 - Acceptable - Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas

3 - Good - Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled

4 - Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full

In order to participate, bidders should register, for free, on the Public Contracts Scotland (PCS) website, record their interest in this contract & download and complete all relevant documentation.

Tenders must be submitted via the PCS Postbox & must be received by the published deadline. Late tenders will not be accepted. HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Q&A facility which allows queries to be submitted (anonymously) & answers published and shared with all potential bidders.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=638052.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community Benefits will not be evaluated as part of the tender process but bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:638052)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=638052

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a

breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.