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Tender

## **WSSCC - JS - Provision of Services to Support the Digital Adoption Programme for small businesses in West Sussex**

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

F02: Contract notice

Notice identifier: 2023/S 000-001749

Procurement identifier (OCID): ocids-h6vhtk-03990c

Published 19 January 2023, 4:46pm

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

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

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

County Hall, West Street

Chichester

PO19 1RQ

#### **Contact**

James Skilling

#### **Email**

[james.skilling@westsussex.gov.uk](mailto:james.skilling@westsussex.gov.uk)

#### **Telephone**

+44 03302225432

**Country**

United Kingdom

**NUTS code**

UKJ27 - West Sussex (South West)

**Internet address(es)**

Main address

<https://www.westsussex.gov.uk/business-and-consumers/supplying-wscc-with-goods-or-services/>

Buyer's address

<https://in-tendhost.co.uk/sesharedservices.aspx/Tenders/Current>

**I.3) Communication**

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

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

WSCC - JS - Provision of Services to Support the Digital Adoption Programme for small businesses in West Sussex

Reference number

WSCC - 035836

#### **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**

This Invitation to Tender (ITT) is issued by WSCC to seek and identify suitably qualified and interested organisations from the private, public and third (voluntary, community and charitable) sector for the provision of Services to Support the Digital Adoption Programme for small businesses in West Sussex. This opportunity is split into 2 lots. Lot 1 - Workshops and Mentoring - West Sussex County Council, in partnership with the District and Borough Councils of West Sussex, is seeking one supplier to deliver a programme of support and intervention to progress the adoption of digital technologies in West Sussex small businesses. Lot 2 – Marketing Support. The Council is seeking one supplier to deliver marketing support to promote the activity being delivered under Lot 1. Bidders can bid to deliver services for one or both lots.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 - Workshops and Mentoring

Lot No

1

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

- 79410000 - Business and management consultancy services

**II.2.3) Place of performance**

NUTS codes

- UKJ27 - West Sussex (South West)

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

Lot 1- Workshops and MentoringWest Sussex County Council, in partnership with the District and Borough Councils of West Sussex, is seeking one supplier to deliver a programme of support and intervention to progress the adoption of digital technologies in West Sussex small businesses.

**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: £276,000

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

Start date

3 April 2023

End date

31 May 2024

This contract is subject to renewal

Yes

Description of renewals

Up to 6 months

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

Variants will be accepted: No

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

Options: No

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

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

### **II.2) Description**

#### **II.2.1) Title**

Lot 2 – Marketing Support

Lot No

2

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

- 79340000 - Advertising and marketing services

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

NUTS codes

- UKJ27 - West Sussex (South West)

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

Lot 2 – Marketing Support. The Council is seeking one supplier to deliver marketing support to promote the activity being delivered under Lot 1.

#### **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: £15,000

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

Start date

3 April 2023

End date

31 May 2024

This contract is subject to renewal

Yes

Description of renewals

up to 6 months

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**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.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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## **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: No

### **IV.2) Administrative information**

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

Date

22 February 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

22 February 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Royal Courts of Justice — The High Court

London

Country

United Kingdom