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Tender

## **Support for Communities Framework 2022-26**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2022/S 000-002133

Procurement identifier (OCID): ocds-h6vhtk-02fe39

Published 25 January 2022, 12:04pm

### **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](mailto: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](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](http://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](http://www.publiccontractsscotland.gov.uk)

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

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

Support for Communities Framework 2022-26

Reference number

FTS004

#### **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 Framework is an alternative means of providing a range of practical hands-on support (not advice, which is available through HIE's Specialist Advice Framework) to community organisations and social enterprises that lack the capacity or a particular skill-set to timeously progress an opportunity.

This is added value support and must complement the existing social enterprise support ecosystem and, therefore, must not duplicate services already available via other HIE Frameworks e.g. Board Healthcheck and Skills Training or other public sector/public sector supported organisations, e.g. Business Gateway, Just Enterprise, etc.

It is expected that these services will be required from April 2022 for an initial period of 3 years, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

The 3 year budget currently available to deliver this service is between 400 000 GBP and 450 000 GBP (excluding VAT).

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79400000 - Business and management consultancy and related services
- 66171000 - Financial consultancy services
- 72224000 - Project management consultancy services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79412000 - Financial management consultancy services
- 79418000 - Procurement consultancy services
- 90713000 - Environmental issues consultancy services
- 71314300 - Energy-efficiency consultancy services

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

NUTS codes

- UKM6 - Highlands and Islands

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

The main Types of support across a range of sectors are as below:

- Project Management/Delivery
- Project Development
- Performance Management
- Financial and Procurement

Cutting across all of these activities will be the themes of Fair Work, Net Zero and Sustainability. It should be noted that there may be specific project commissions with a clear focus on Net Zero, Fair Work and Sustainability activity.

See Scope of Requirements for full details.

### **II.2.5) Award criteria**

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

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

Quality criterion - Name: Management & Delivery Team – Core Individuals / Weighting: 25%

Quality criterion - Name: Management & Delivery Team – Additional Resources / Weighting: 10%

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

Price - Weighting: 40%

### **II.2.6) Estimated value**

Value excluding VAT: £600,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Framework will be awarded for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the Initial Term.

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

Variants will be accepted: No

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

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services to be supplied under the Framework (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

In accordance with Regulation 72(1)(a) of the Public Contracts (Scotland) Regulations 2015, HIE reserves the right to make changes to the volume, scope or location of the Services to be supplied under the Framework following a review of the Services by HIE, particularly with regard to demand and budgetary availability or where HIE's strategic focus changes as a result of changes in Scottish Government policy or as a result of a direction given to them by the Scottish Government. This may result in amendments to existing requirements under the Framework, or the sourcing of new types of support services under the Framework.

#### **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.2.14) 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.

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### **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 Framework that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded Framework, the types and levels of insurance indicated below:

Professional Risk Indemnity Insurance = minimum 1 000 000 GBP for each and every claim

Employer's (Compulsory) Liability Insurance = minimum 5 000 000 GBP for each and every claim.

See <http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance = minimum 1 500 000 GBP for each and every claim

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**

List and brief description of selection criteria

4C.10 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 Framework will include Key Performance Indicators and Service Levels 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

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 7

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-030402](#)

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

Date

28 February 2022

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

28 February 2022

Local time

12:00pm



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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: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

### **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**

A webinar to support this tender is being held on 10th February - registration details are at <https://www.sdpScotland.co.uk/events/talking-tenders-with-highlands-and-islands-enterprise-1279/>.

The estimated total value of the services over the 4 years is 600000 GBP (excluding VAT). These figures are used in II.1.5 & II.2.6.

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

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

SPD 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.

### **AWARD CRITERIA SCORING**

Question 1 (Cyber Security) evaluation criteria as per Scope of Requirements and Tender Guidance Notes.

The remainder of the Award criteria will be marked as follows:

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 on [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk), record their interest and download and complete all relevant documentation.

Tenders must be submitted via the PCS Postbox and 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.

Queries should be submitted (anonymously) via the PCS on-line Q&A facility. Answers will be published and shared via this facility.

This Framework will be non-exclusive i.e. HIE reserves the right, in certain circumstances, to procure out with the Framework as and when required.

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=679310](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=679310).

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](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:  
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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:679310)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=679310](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=679310)

## **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](mailto: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.