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Tender

SPLD Assessment Services

University of Hertfordshire Higher Education Corporation

F02: Contract notice

Notice identifier: 2024/S 000-003598

Procurement identifier (OCID): ocds-h6vhtk-0436f3

Published 2 February 2024, 4:39pm

Section I: Contracting authority

I.1) Name and addresses

University of Hertfordshire Higher Education Corporation

MacLaurin Building, 4 Bishops Square,

Hatfield

AL10 8NE

Contact

Procurement Department

Email

procurement-professionalservices@herts.ac.uk

Telephone

+44 1707284091

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

<https://www.herts.ac.uk/>

Buyer's address

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

I.3) Communication

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

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SPLD Assessment Services

Reference number

23022

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Hertfordshire is conducting a tender exercise in order to set up a contract for the provision of Specific Learning Difficulties (SpLD) Assessment Services. It is expected that it may be necessary to offer multiple contracts to suitably qualified and experienced suppliers in order to provide the service required. The number of suppliers on the framework will be a maximum of three. It is anticipated that the contract will be awarded 1st May 2024 and will run from the 1st of August 2024 for three (3) years until 31st July 2027. At the end of the first three years the University will have an option to extend for a further two years to 31st July 2029 in twelve month increments. This is subject to satisfactory performance of the contract(s). Requirements may vary throughout the academic year so the successful bidders will need to be flexible in order to meet changing demand. The University reserves the right not to use the service as the contract is based on student demand.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71317200 - Health and safety services
- 71317210 - Health and safety consultancy services

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

University of Hertfordshire

II.2.4) Description of the procurement

The University of Hertfordshire is conducting a tender exercise in order to set up a contract for the provision of Specific Learning Difficulties (SpLD) Assessment Services. It is expected that it may be necessary to offer multiple contracts to suitably qualified and experienced suppliers in order to provide the service required. The number of suppliers will be a maximum of three. It is anticipated that the contract will be awarded 1st May 2024 and will run from the 1st of August 2024 for three (3) years until 31st July 2027. At the end of the first three years the University will have an option to extend for a further two years to 31st July 2029 in twelve month increments. This is subject to satisfactory performance of the contract. Requirements may vary throughout the academic year so the successful bidders will need to be flexible in order to meet changing demand. All University policies and regulations relating to information, security, data management, systems and services, will apply to all contracts resulting from this tender.

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: £1

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This contract can be extended after the first three years for an additional two years with agreement by both parties in writing. The contract will not exceed five years.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Must be a fully qualified Specialist Assessor and hold a current practising certificate in SPLD Assessment from a Professional Association. Must have experience of carrying out diagnostic assessments for SPLD with adults (18 years of age and over) of all racial and ethnic backgrounds.

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

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

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.1.3) 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: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Critical service for students. The University must ensure the service is in place. The framework ensures that there is flexibility around availability of providers to ensure service is provided.

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

4 March 2024

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 March 2024

Local time

12:00pm

Place

University of Hertfordshire

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.4) Procedures for review

VI.4.1) Review body

University of Hertfordshire Higher Education Corporation

Hatfield

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Crown Commercial Services

Liverpool

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

This would be in accordance with the Public Contract Regulations

VI.4.4) Service from which information about the review procedure may be obtained

University of Hertfordshire Higher Education Corporation

Hatfield

Country

United Kingdom