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Tender

Disclosure and Barring Service Checks (Online Service) Tender

University of Hertfordshire Education Corporation

F02: Contract notice

Notice identifier: 2023/S 000-005670

Procurement identifier (OCID): ocds-h6vhtk-03ac18

Published 27 February 2023, 12:09pm

Section I: Contracting authority

I.1) Name and addresses

University of Hertfordshire Education Corporation

MacLaurin Building, 4 Bishops Square

Hatfield Hertfordshire

AL10 8NE

Contact

Procurement

Email

procurement-professionalservices@herts.ac.uk

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

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

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

Disclosure and Barring Service Checks (Online Service) Tender

Reference number

23002

II.1.2) Main CPV code

- 72590000 - Computer-related professional services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Hertfordshire is seeking to source a new contract to provide an online Disclosure and Barring Service (DBS) to meet the organisational needs for staff, students and volunteers. The objective is to find a solution that will meet the current and future needs of the University for administering online DBS checks (basic, standard, enhanced and enhanced with barred list). The contract will be for a maximum of five years subject to satisfactory performance. All University Policies and Regulations relating to information, security, data management, systems and services, will apply to all contracts resulting from this tender. All processes and systems submitted in your tender return must be in accordance with the UK Governments legislative requirements for DBS Checks.

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

The University of Hertfordshire is seeking to source a new contract to provide an online Disclosure and Barring Service (DBS) to meet the organisational needs for staff, students and volunteers. This will need the current and future needs for administering online DBS checks (basic, standard, enhanced and enhanced with barred list). This contract will be

for a maximum of five years. This is a three year contract with the option to extend by a further two years in twelve month increments subject to satisfactory performance. All University Policies and Regulations relating to information, security, data management, systems and services will apply to all contracts resulting from this tender. It is also a mandatory requirement that the suppliers are accredited by the Government to carry out the DBS checks and work in accordance with the Government guidelines.

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: £150,000

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

Start date

1 July 2023

End date

30 June 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

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

Be authorised to provide DBS checks in line with the UK Government Guidance and requirements

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.2.2) Contract performance conditions

As stated in the tender 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

29 March 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

29 March 2023

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.4) Procedures for review

VI.4.1) Review body

Crown Commercial Services

Liverpool

Country

United Kingdom