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Tender

## **Sectoral and Technical Advisory Resource for Space (STARS)**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2023/S 000-006996

Procurement identifier (OCID): ocds-h6vhtk-03b133

Published 10 March 2023, 9:28am

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hiprocurement@hient.co.uk](mailto:hiprocurement@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.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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**

Sectoral and Technical Advisory Resource for Space (STARS)

Reference number

FTS 026

#### **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**

HIE are seeking to appoint suitably qualified and experienced external independent sectoral, technical and strategic advisory support to contribute to the implementation of the HIE Space Programme. The role of the advisory support is important to HIE's governance around the HIE Space Programme, as it will provide continuity of advice and support to HIE as the Space Programme evolves. It is recognised that the pool of potential companies may be limited, not least by the need to ensure they do not have conflicts of interest which would impinge on their ability to independently advise HIE. For example, companies providing support to HIE should not have a commercial relationship with any proposed launch sites or operators.

It is anticipated that the contract will be let from 23 May 2023 for a period of 2 years, unless terminated in accordance with the provisions of the Terms and Conditions, with HIE having the option to extend twice for a period not exceeding 1 year following the Initial Term (2+1+1 years i.e. maximum total extension period of 2 years).

It is a duration contract and payments will be made in arrears, based on the services carried out. Therefore, the total amount paid under this contract might be less than the maximum budget (maximum budget is not guaranteed to be used up). Please refer to the Scope of Requirements and Tender Guidance document for full details.

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

Value excluding VAT: £270,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79410000 - Business and management consultancy services
- 71316000 - Telecommunication consultancy services
- 71351210 - Geophysical consultancy services
- 71621000 - Technical analysis or consultancy services
- 90710000 - Environmental management
- 71350000 - Engineering-related scientific and technical services
- 79311410 - Economic impact assessment
- 90711000 - Environmental impact assessment other than for construction
- 90712000 - Environmental planning
- 90713000 - Environmental issues consultancy services
- 71620000 - Analysis services
- 79310000 - Market research services
- 71313000 - Environmental engineering consultancy services

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

NUTS codes

- UKM6 - Highlands and Islands

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

While there is a growing level of knowledge in relation to space within HIE, independent technical expertise is needed to support its decision-making processes and to highlight opportunities for the Region. To that end, we are seeking to appoint a Sectoral and Technical Advisory Resource for Space (STARS) which will support the wider HIE Space programme in its implementation and benefits realisation. HIE may also seek to draw down support from the STARS to inform ourselves and our engagement with the sector eg SaxaVord Spaceport, Spaceport 1 and for other projects, see below (Orbex,

Machrihanish Airfield Community Company, and potentially others yet to emerge).

Please refer to the Scope of Requirements and Tender Guidance document for full details.

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

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

Quality criterion - Name: Prompt Payment Standard Clause / Weighting: Pass/Fail

Quality criterion - Name: Management and Delivery Methodology / Weighting: 25%

Quality criterion - Name: Management and Delivery Team / Weighting: 25%

Quality criterion - Name: Risks / Weighting: 5%

Quality criterion - Name: Community Benefits and Wealthbuilding / Weighting: 5%

Price - Weighting: 40%

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

Value excluding VAT: £270,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is anticipated that the contract will be let from 23 May 2023 for a period of 2 years, unless terminated in accordance with the provisions of the Terms and Conditions, with HIE having the option to extend twice for a period not exceeding 1 year following the Initial Term (2+1+1 years i.e. maximum total extension period of 2 years).

### **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 (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. The following are examples of potential modifications:

- where significant new opportunities for economic and community development for the Highlands and Islands arose that would mean that HIE considers that it would benefit from additional Services of a similar character to the Services;
- where HIE requires additional relevant Services as a result of changes in Scottish Government policy or as a result of a direction given to them by the Scottish Government;
- services no longer required e.g. due to changes in the Space project; HIE budget etc;
- reduction in volume of services required.

### **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 Contract 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:

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

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

Public Liability Insurance = GBP 1M in aggregate

Professional Indemnity Insurance = GBP 1M in aggregate

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

4C4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Please refer to SPD for full requirements. If bidders do not pay at least 95% of valid invoices on time and are unable to provide a proportionate and timely improvement plan, their organisation will not be selected to participate further in this procurement.

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 Contract will include Key Performance Indicators (KPI's) 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.1.8) 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

11 April 2023

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

11 April 2023

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**

It is estimated that the total value of the services over the maximum duration of 4 years will be between GBP 270,000 (excluding VAT). This is the figure which has been used in II.1.5 & II.2.6.

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

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

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question and note the requirement for independent advice.

### **AWARD CRITERIA SCORING**

Question 1 and 2 will be evaluated using the criteria as per Scope of Requirements and Tender Guidance Notes.

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

Scope of Requirements document for full details):

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

Tenders must be submitted via the PCS Postbox and must be received by the published deadline. Late tenders will not be accepted and 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 Question & Answer facility which allows queries to be submitted (anonymously), and 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=723214](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=723214).

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:

Bidders will be expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency.

Please refer to Scope of Requirements and the HIE Community Benefits Supplier Selection Menu document.

(SC Ref:723214)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=723214](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=723214)

## **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.