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Tender

XpoNorth Digital

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2022/S 000-008650

Procurement identifier (OCID): ocds-h6vhtk-032865

Published 31 March 2022, 11:13am

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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

XpoNorth Digital

Reference number

FTS017

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The XpoNorth Digital contract is delivered under the Northern Innovation Hub (NIH): the NIH is part of the Inverness and Highland City-Region Deal - a joint initiative supported by GBP315m investment from the UK and Scottish governments, The Highland Council, HIE and the University of the Highlands and Islands.

The XpoNorth Digital programme has the specific intention of supporting businesses to develop digital practices and to maximise exploitation of the crowd economy.

It is expected that these services will be required from 1 August 2022 for an initial period of 2 years, with HIE having the option to extend two times for a period or periods together not exceeding 1 year following the Initial Term (2+1+1 years).

The initial 2-year budget currently available to deliver this service is between GBP 438,000 and GBP 732,000 (excluding VAT). The budget includes funding from HIE to allow the services to be delivered across the whole Highlands and Islands region, although the volume of clients outside of the Highland Council area is currently limited due to funding.

II.1.5) Estimated total value

Value excluding VAT: £1,464,000

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
- 73220000 - Development consultancy services
- 79400000 - Business and management consultancy and related services
- 80510000 - Specialist training services
- 80570000 - Personal development training services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The programme of activity will work with clients to:

- Increase the impact of the crowd economy in the region – more effectively using consumers to buy, to test new ideas on and to promote the business / organisation/community.
- Assess opportunities for digital innovation around the individual clients' current business.
- Support the planning, development and delivery of new immersive content and experiences to engage consumers more effectively.
- Encourage and support the development of new digital business models for the creative sector, including the use of platforms such as Patreon.
- Access networks training and advice to maximise exploitation of IP and other assets digitally.

II.2.5) Award criteria

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

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

Quality criterion - Name: Management and Delivery team - Core Team / Weighting: 15%

Quality criterion - Name: Additional Resources / Weighting: 10%

Quality criterion - Name: Added Value / Weighting: 10%

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

Price - Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £1,464,000

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

The Contract will be awarded for an initial period of 2 years with HIE having the option to extend two times for a period or periods together not exceeding 1 year following the Initial Term (2+1+1 years).

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

HIE may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of Please see the Scope of Requirements for further details.

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.

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

not applicable

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 Contract, 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 for each and every claim.

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

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

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

23 May 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

23 May 2022

Local time

12:00pm

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

HIE and the Supplier Development Programme are hosting a webinar on 12 April which will support, but not replace, the information provided through PCS. Attendance will not form part of the evaluation and following the event a link to the webinar recording, the presentation and any questions and answers raised will be made available via PCS. Link to the registration can be found in the Scope of Requirements.

It is estimated that the total value of the services over the maximum duration of 4 years will be between GBP976,000 and GBP1,464,000 (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.

AWARD CRITERIA SCORING

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

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

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 PCS website 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=684084.

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.

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.

The types of Community Benefits that bidders may seek to offer and incorporate to the contract may include, but are not restricted to the areas detailed in the Scope of Requirements. See the Award Criteria Response Form for the relevant scored question.

(SC Ref:684084)

Download the ESPD document here:

[[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=684084]]

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

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.