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Tender

Non-Medical Student Support Services

University of York

F02: Contract notice

Notice identifier: 2022/S 000-011237

Procurement identifier (OCID): ocds-h6vhtk-033282

Published 29 April 2022, 4:24pm

Section I: Contracting authority

I.1) Name and addresses

University of York

Heslington

York

YO10 5DD

Contact

Procurement Office

Email

donna.lyon@york.ac.uk

Telephone

+44 1904328207

Country

United Kingdom

NUTS code

UKE21 - York

Internet address(es)

Main address

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

I.3) Communication

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

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

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

Non-Medical Student Support Services

Reference number

UY/PROC/903

II.1.2) Main CPV code

- 80430000 - Adult-education services at university level

II.1.3) Type of contract

Services

II.1.4) Short description

The University's Open Door and Disability Team is pleased to invite tenders for the provision of non-medical student support services across Bands 1-4. The successful Provider(s) will be responsible for the recruitment and selection of appropriate non-medical support workers and the administration of the service. The support workers may be required to provide in-person support to our campus-based students in York or they may be asked to provide remote support where appropriate. This tender is divided into two lots: Lot 1 - Non-Medical Student Support Services for Band 1 and 2 Roles; Lot 2 - Non-Medical Student Support Services for Band 3 and 4 Roles. Tenders may be submitted for a single Lot or both Lots dependent upon the Provider's capability. Further details are available in the Invitation to Tender pack.

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 - Non-Medical Student Support Services for Band 1 and 2 Roles

Lot No

1

II.2.2) Additional CPV code(s)

- 80430000 - Adult-education services at university level

II.2.3) Place of performance

NUTS codes

- UKE21 - York

II.2.4) Description of the procurement

Non-Medical Student Support Services for Band 1 and 2 Roles only

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: £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

Initial period of 3 years with option to extend for a further 4 years subject to performance.

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

II.2) Description

II.2.1) Title

Lot 2 - Non-Medical Student Support Services for Band 3 and 4 Roles

Lot No

2

II.2.2) Additional CPV code(s)

- 80430000 - Adult-education services at university level

II.2.3) Place of performance

NUTS codes

- UKE21 - York

II.2.4) Description of the procurement

Non-Medical Student Support Services for Band 3 and 4 Roles only

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Initial contract duration of 3 years with an option to extend for 4 further years subject to performance.

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.1.2) 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

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

31 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

31 May 2022

Local time

12:10pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

The University will use their eTendering system in this procurement exercise. Prospective suppliers should first register on the In-Tend system at <https://in-tendhost.co.uk/york/>. Once registered you will then be able to find the tender documentation by logging into the In-Tend portal and clicking on the Current Tenders link. Please note that the estimated values stated in this notice are for the initial contract duration of 3 years only and that this value will be exceeded accordingly if the renewal options are taken up.

VI.4) Procedures for review

VI.4.1) Review body

University of York

York

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The University will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority in the first instance, before the contract is entered into.