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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): ocids-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](mailto: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

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## **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

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### **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

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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

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

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## **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.