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Tender

## **Interpretation Services Framework**

The Highland Council  
NHS Highland  
High Life Highland

F02: Contract notice

Notice identifier: 2021/S 000-012626

Procurement identifier (OCID): ocds-h6vhtk-02b8c3

Published 7 June 2021, 8:55am

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

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

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

#### **Email**

[CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk)

#### **Telephone**

+44 1463702670

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.highland.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

**I.1) Name and addresses**

NHS Highland

Assynt House, Beechwood Park

Inverness

IV2 3BW

**Email**

[nhs.highland@nhs.scot](mailto:nhs.highland@nhs.scot)

**Telephone**

+44 1463704054

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.nhshighland.scot.nhs.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00302](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00302)

**I.1) Name and addresses**

High Life Highland

12-13 Ardross Street

Inverness

IV3 5NS

**Email**

[hlh.business.support@highlifehighland.com](mailto:hlh.business.support@highlifehighland.com)

**Telephone**

+44 1349781700

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.highlifehighland.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23042](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23042)

## **I.2) Information about joint procurement**

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

- NHS Highland
- Advice Agency Network – example Citizens Advice Bureau (CAB)
- High Life Highland

## **I.3) Communication**

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

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Interpretation Services Framework

Reference number

HC/CEO/INTER/2021

#### **II.1.2) Main CPV code**

- 79540000 - Interpretation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Highland Council, acting for itself and on behalf of the Participating Organisations, is intending to put in place a Framework Agreement with one or more providers for the provision of face to face & Digital interpretation services, on an as and when required basis.

The Participating Organisations who reserve the right to use this Framework Agreement within their operating areas are:

- The Highland Council
- NHS Highland
- Advice Agency Network – example Citizens Advice Bureau (CAB); where contracted to The Highland Council to provide Advice and Information Services on behalf of The Highland Council and the Interpretation Services are being paid for by The Highland Council)
- High Life Highland

The Framework shall be for a 3 year period from 02/08/2021 to 01/08/2024, with the option for the Authority and or Participating Organisations to extend by a period of up to twelve 12 months, subject to mutual agreement.

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

Value excluding VAT: £850,000

### **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**

Face to Face Interpretation Services

Lot No

1

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

- 79540000 - Interpretation services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Main site or place of performance:

The Highlands and Argyll and Bute area

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

The Highland Council (hereinafter referred to as “the Authority”) acting for itself and on behalf of the Participating Organisations is intending to put in place a Framework Agreement with one provider per Lot for the provision of face to face and digital interpretation services, on an as and when required basis.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

## **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

With the option for the Authority and Participating Organisations to extend by a period of up to twelve 12 months, subject to mutual agreement.

## **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.2.14) Additional information**

Framework Agreement Value:

The estimated annual value of expenditure by each Participating Organisation against this Framework is shown below for information and guidance purposes only. The Participating Organisations are not bound to any value/volume of expenditure under this Framework.

The Highland Council GBP 100,000

NHS Highland GBP 100,000

HLH GBP 100

Advice Agency Network GBP 9,000

## **II.2) Description**

### **II.2.1) Title**

Digital Interpretation

Lot No

2

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

- 79540000 - Interpretation services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Main site or place of performance:

The Highlands and Argyll and Bute area

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

The Highland Council (hereinafter referred to as “the Authority”) acting for itself and on behalf of the Participating Organisations is intending to put in place a Framework Agreement with one single provider per Lot for the provision of face to face and digital interpretation services, on an as and when required basis.

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



Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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The Highland Council GBP 100,000

NHS Highland GBP 100,000

HLH GBP 100

Advice Agency Network GBP 9,000

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Council may undertake a credit check on supplier using Creditsafe and may as a result require supplier to provide further financial information.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

It is a requirement of this framework that the tenderer holds, or can commit to obtain prior to the commence of any subsequently awarded framework the following;

- The Service Provider shall be required to submit their “general” yearly turnover and specific turnover for the last 3 years in the business area covered by the Framework;
- have the minimum GBP5,000,000 GBP Employers Liability Insurance (where applicable), GBP5,000,000 GBP Public Liability Insurance and GBP1,000,000 GBP Professional Liability Insurance.

#### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

It is a requirement of this framework that the tenderer;

- have relevant experience to deliver the Services as described;
- have a documented policy regarding health and safety meeting the stated requirements;

- have Protecting Vulnerable Group (PVG) Scheme registration prior to delivery of any Services;
- will be required to confirm whether they intend to subcontract and, if so, for what proportion of the framework.
- have environmental management measures which they will be able to use when performing the Services

## **III.2) Conditions related to the contract**

### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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

8 July 2021

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: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

8 July 2021

Local time

2:00pm

Place

Aberdeen

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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: 2025

### **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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18848. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:656092)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Inverness Sherriff Court

Inverness

Country

United Kingdom