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Tender

## **Promoting and Delivering Commercial Excellence for Parliament**

Corporate Officers of the House of Lords and House of Commons, acting jointly

F02: Contract notice

Notice identifier: 2021/S 000-013946

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

Published 18 June 2021, 5:27pm

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

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

Corporate Officers of the House of Lords and House of Commons, acting jointly

The Palace of Westminster, London SW1

London

SW1A0AA

#### **Contact**

Usha Oliver

#### **Email**

[ppcs@parliament.uk](mailto:ppcs@parliament.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI32 - Westminster

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

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

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

Ministry or any other national or federal 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**

Promoting and Delivering Commercial Excellence for Parliament

Reference number

GSV 2186

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

- 80511000 - Staff training services

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

Services

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

We seek to establish a multi-lot framework agreement for the provision of training and development and professional consultancy services. Once established, the framework agreement will enable its primary end user - In-House Services and Estates, Portfolio Management Office, to improve the organisation commercial capability, maturity, and approach by enabling access to wide range of training and development requirement, along with professional consultancy services. The primary focus of the framework agreement will be to improve the effective use of the NEC family of contracts to enable more effective deliver of construction related projects and maintenance services on the Parliamentary Estate. The framework agreement shall appoint, through a competitive tendering process, suitably qualified, experienced and industry leading contractors, who have a proven track record of delivering the full and extensive range of requirements detailed within the scope of service document.

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

4

Maximum number of lots that may be awarded to one tenderer: 1

### **II.2) Description**

**II.2.1) Title**

GSV2186 Lot 1: E-Learning, Assessment Tools and Support Platform

Lot No

1

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

- 80511000 - Staff training services
- 80500000 - Training services
- 80531200 - Technical training services
- 92312212 - Services related to the preparation of training manuals
- 80521000 - Training programme services
- 80510000 - Specialist training services

**II.2.3) Place of performance**

NUTS codes

- UKI32 - Westminster

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

The Framework Member will be expected to align the content of the E-Learning platform with the Client's current learning management system, Act. Parliament learning management system (Act) requires a Sharable Content Object Reference Model (SCORM) compliant e-learning content. Act LMS is using a Totara platform and it fully supports SCORM 1.2 and partially supports SCORM 2004. At the most basic level there are two recording options: 1. Record a status of Complete/Incomplete for the e-learning package. 2. Record a status of Pass/Fail with the grade obtained. Option 1 is an e-learning course of the page turning variety, where the user is required to view every page to complete the course. Option 2 includes an assessment where the user must obtain a pass grade to return a status of 'Pass'. The assessment is generally at the end of the e-learning course and consists of several questions. SCORM packages can also record time spent and bookmark the course, so when the user returns to the course it will remember where the user last left the course and resume from that page. Before it can get uploaded on to Act, the e-learning package must go through and successfully pass Parliament's information security accreditation. The process of accreditation within the Houses of Parliament provides the Information Authority with assurance that technical solutions, storing or processing parliamentary data, are meeting appropriate security

standards. This process will take approximately 2-3 months.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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

After 3 years from contract commencement

#### **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**

GSV2186 Lot 2: Training Course Programme

Lot No

2

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

- 80511000 - Staff training services
- 92312212 - Services related to the preparation of training manuals
- 80531200 - Technical training services
- 80521000 - Training programme services
- 80510000 - Specialist training services

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

NUTS codes

- UKI32 - Westminster

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

The NEC training courses should leave delegates with the knowledge and resource to confidently apply (amongst others) the PSC, ECC, TSC and SC forms of contract and understand the importance of NEC concepts such as Early Warnings, Compensation Events, Contract Data, Scope and Works Information. The courses below have been categorised at three delegate levels: Entry No prior knowledge of NEC Intermediate Some knowledge of NEC and a grasp of the basic principles Advanced High level of knowledge / experience or completed intermediate course The courses should include (but not be limited to) the following: Courses (In-house, online, offsite) for NEC3, NEC4 and future published versions Entry (1 Day) Professional Services Contract (PSC) Engineering and Construction Contract (ECC) Term Service Contract (TSC) Supply Contract (SC) Design Build and Operate Contract (DBO) Entry (1/2 Day) Professional Services Short Contract (PSSC) Engineering and Construction Short Contract (ECSC) Terms Service Short Contract (TSSC) Supply Short Contract (SSC) Alliance Contract (ALC) Dispute Resolution Service Contract (DRSC) Framework Contract (FC) Intermediate (1 Day) NEC3 to NEC4 Professional Services Contract (PSC) Engineering and Construction Contract (ECC) Term Service Contract (TSC) Supply Contract (SC) Facilities Management Contract (FMC) Design Build and Operate Contract (DBO) Alliance Contract (ALC) Dispute Resolution Service Contract (DRSC) Framework Contract (FC) Advanced (Various Durations) ICE Accreditations Project Manager / Supervisor / Service Manager Role accreditation Renewals Extension for future published NEC versions Others NEC courses as required The courses and associated modules should make clear and cover, but not limited to: An introduction to the PSC, ECC, TSC, SC, FMC, PSSC, ECSC, TSSC and SSC forms of contract What the different pricing options are under the NEC3/4 suite of contracts and how these are used and managed in practice The purpose of all forms of contracts Introduction to Scope, Works Information, Service Information, Site Information, Early Warning, Compensation Events and Contract Data The relevance & significance of the Risk Register and programme/Accepted Programme The roles and responsibilities of key parties How to draft good quality Works Information and Scope document Development of

an appropriate contract strategy Preparation of contract documents Understanding of the importance of the communication protocol Develop knowledge, comprehend the differences and apply the knowledge of Early Warnings and Compensation Events Gain insight of the Risk Register and apply risk management skills in practice Roles/responsibilities for managing EWN register particularly under NEC4 Roles within the contract What contract to use and when How to develop a culture of 'Mutual Trust and Cooperation' Use of Early Contractor Involvement (ECI) under NEC3 and NEC4

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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

After 3 years from contract commencement

#### **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**

GSV2186 Lot 3: NEC Consultancy Services

Lot No

3

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

- 79418000 - Procurement consultancy services
- 79212000 - Auditing services
- 79994000 - Contract administration services
- 79212200 - Internal audit services
- 80521000 - Training programme services
- 72224000 - Project management consultancy services

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

NUTS codes

- UKI32 - Westminster

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

A consultancy service is required to provide a support network to Parliamentary members of staff. This will enable a constant personal development of the individual user and the improvement of the Clients effective use of the NEC form of contract. The Consultancy Service should include (but is not limited to): Assurance Contract, Project, Programme, and Portfolio assurance (Levels 1- 2 and to support Level 3 external assurance – See Appendix 2) Audits Contribute to audits conducted by other parties (e.g. Internal Audit or external audit) Supply chain competency assessment Contract, Project, Programme and Portfolio health checks Project peer reviews Procurement processes Review of documents Tender documents Tender submissions Tender Evaluations Tender award reports Contracts Contract management plan Strategies Processes Templates & Standard Other Support Strategic advice Portfolio, programme, project and contract level advice Coaching Dispute avoidance Open talks and ‘ask the Specialist’ (recorded) Surgeries Preparation / drafting / design Process design Guidance Strategies Tools and templates Bespoke contract terms Tender qualification / selection criteria Workshops (In-house and online) Tailored for projects / programme teams Procurement strategy workshop Contract (single contract) start-up Programme team (multi-project and contract) start-up Project team (multi contract) start-up

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

Price is not the only award criterion and all criteria are stated only in the procurement



documents

### **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

After 3 years from contract commencement

### **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**

GSV2186 Lot 4: General Consultancy Services

Lot No

4

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

- 79418000 - Procurement consultancy services
- 79994000 - Contract administration services
- 79212200 - Internal audit services

- 80521000 - Training programme services
- 72224000 - Project management consultancy services

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

NUTS codes

- UKI32 - Westminster

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

A consultancy service is required to provide commercial advice and assurance to the Client at project and portfolio level. The Framework Members should be able to provide the Client with long-lasting relationships and staff continuity to ensure a dependable level of service. The primary objective of the Framework Members appointed to deliver these General Consultancy Services will be to provide clear, impartial and expert advice across a range of defined Quantity Surveying (QS) disciplines as outlined within the scope of services in the tables below. The requirements sought will focus on the provision of assurance by offering expert advice and guidance to enable the Client to ensure that the highest professional, industry and regulatory standards are provided by the Framework Members. All resources appointed to Lot 4 of the Framework Agreement must demonstrate that they have the necessary experience, expertise, knowledge and resources to provide all the services outlined within the scope of requirements. It is also an essential requirement that suppliers appointed to Lot 4 of the Framework Agreement hold a valid membership with the Royal Institute of Chartered Surveyors (RICS), with the experience and capability to offer the best professional advice, best industry practices, guidance and support across the full range of QS services. As a mandatory requirement, suppliers and individuals wishing to be appointed to Lot 4 of the Framework Agreement will need to ensure that their professional practices, knowledge and working methods are updated through Continuous Professional Development (CPD), enabling the client to have full confidence in the advice and guidance provided across the full spectrum of QS services outlined within the scope. Framework Members admitted to the Framework Agreement will act in the best interest of the Client. The tables below outline the project commercial assurance categories, sub-categories and subsequent mitigation measures to put in place to ensure each deliverable can be quantified, measured and in line with the best commercial practices, government policies, guidelines and recommendations. Commercial assurance will be assessed across ten main commercial categories / criteria. Each criterion is aligned with the Government Functional Standard GovS 008.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

**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

After 3 years from contract commencement

**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 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

27 July 2021

Local time

11:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

28 July 2021

Local time

12:00am

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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: After 3 years from contract commencement

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom