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Tender

## **Student Support Services (May 2024)**

University of Hertfordshire Higher Education Corporation

F02: Contract notice

Notice identifier: 2024/S 000-014370

Procurement identifier (OCID): ocds-h6vhtk-045742

Published 3 May 2024, 2:27pm

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

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

University of Hertfordshire Higher Education Corporation

MacLaurin Building, 4 Bishops Square

Hatfield

AL10 8NE

#### **Contact**

Procurement Department

#### **Email**

[procurement-professionalservices@herts.ac.uk](mailto:procurement-professionalservices@herts.ac.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKH23 - Hertfordshire

## **Internet address(es)**

Main address

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/MessagesHelp>

Buyer's address

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/MessagesHelp>

## **I.3) Communication**

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

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/MessagesHelp>

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/universityofhertfordshire.aspx/MessagesHelp>

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

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## **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**

Student Support Services (May 2024)

Reference number

23024

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

- 85000000 - Health and social work services

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

Services

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

The University is conducting a tender exercise to set up a contract with the successful bidder for the provision of non medical helpers to support students across all programmes of study throughout the academic year. It is anticipated that the contract will be awarded July 2024 with non medical helpers available to commence work for the start of the academic year in early September. The numbers of non-medical helpers required will not be finalised until students have completed registration and their individual needs have been assessed. Requirements may vary throughout the year so the successful bidder will need to be flexible to meet changing demand. All University policies and regulations relating to information, security, data management, systems and services, will apply to all contracts resulting from this tender. The contract is for an initial term of three years subject to satisfactory performance with the option to extend by an additional two years with agreement by both parties.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85000000 - Health and social work services
- 85140000 - Miscellaneous health services
- 85100000 - Health services
- 85147000 - Company health services

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

University of Hertfordshire

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

The University of Hertfordshire's Student Wellbeing Service are looking for a provider to partner with to deliver support to students across all programmes of study throughout the academic year. Support will be provided to students with complex needs such as visual impairment, hearing impairment or mobility difficulties for the duration of their studies. The University of Hertfordshire aims to ensure all students' have a rewarding experience during their time studying and through offering support tailored to individual needs we hope to meet this objective.

### **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: £200,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As described in the procurement documents

##### **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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

3 June 2024

Local time

12:00pm

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

English

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

Date

3 June 2024

Local time

12:00pm

Place

University of Hertfordshire

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

University of Hertfordshire Higher Education Corporation

Hatfield

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Crown Commercial Services

Liverpool

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with PCR2015.

**VI.4.4) Service from which information about the review procedure may be obtained**

University of Hertfordshire Higher Education Corporation

Hatfield

Country

United Kingdom