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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

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

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

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

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

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

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

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