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Tender

Non-Medical Help Student Support

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2024/S 000-015115

Procurement identifier (OCID): ocds-h6vhtk-04590b

Published 13 May 2024, 10:48am

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

HIGHFIELD CAMPUS,UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

Contact

Rosie Pringle

Email

procurement@soton.ac.uk

Telephone

+44 2380595000

Country

United Kingdom

Region code

UKJ3 - Hampshire and Isle of Wight

UK Register of Learning Providers (UKPRN number)

10007158

Internet address(es)

Main address

<http://www.southampton.ac.uk>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton.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/universityofsouthampton>

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/universityofsouthampton>

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

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

Non-Medical Help Student Support

Reference number

2024UoS-1182

II.1.2) Main CPV code

- 80570000 - Personal development training services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Southampton is looking to enter into a 4-year contract with a supplier for the provision of Non-Medical Help Student Support (NMH). NMH support is provided on an individual basis, through recommendation from the University of Southampton's Student Disability and Inclusion team.

The NHM will focus on 5 primary areas of support:

- Mentoring support (Mental Health)
- Mentoring support(Autism)
- Specialist Study Skills Support (SPLD)
- Specialist Study Skills Support (Autism)
- Assistive Technology Training

The supplier of the NMH provision should be a registered Disabled Students Allowance (DSA) provider of the above NMH support areas. This is due to funding body guidelines and NMH qualification criteria. It also supports students who transition from University funded NMH support to DSA funded NMH support.

II.1.5) Estimated total value

Value excluding VAT: £360,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80340000 - Special education services
- 80400000 - Adult and other education services
- 80533000 - Computer-user familiarisation and training services
- 80570000 - Personal development training services

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

The University of Southampton has a range of campus sites, including Highfield, Avenue and Winchester School of Arts. The successful supplier is expected to be able to provide in person student support sessions in areas local to Southampton and Winchester campuses (e.g, within a 30-minute commute from Highfield Campus via public transport)

II.2.4) Description of the procurement

The University of Southampton will be conducting an Open Procedure tender with a presentation to procure Non-Medical Help Student Support Services. The tender will be conducted on the In-tend purchasing platform.

The NHM will focus on 5 primary areas of support:

- Mentoring support (Mental Health)
- Mentoring support(Autism)
- Specialist Study Skills Support (SPLD)
- Specialist Study Skills Support (Autism)

- Assistive Technology Training

The University proposes to enter into a Contract for 4 (four) years - this will be the maximum contract period, including any potential extensions with the successful tenderer.

This will comprise of an initial contract period of 3 (three) years with an option to extend by a further 1 (one) year subject to satisfactory performance and at the discretion of the University.

The estimated value of the initial 3-year contract term is in the region of £270,000 GBP (excluding VAT).

The estimated value of the 1-year extension period is £90,000 GBP (excluding VAT).

It is estimated, therefore, that the total value of this contract will be £360,000 GBP (excluding VAT).

II.2.5) Award criteria

Quality criterion - Name: Qualifications and Training / Weighting: 5

Quality criterion - Name: Confidentiality / Weighting: 10

Quality criterion - Name: Data Protection / Weighting: 5

Quality criterion - Name: Financial Management / Weighting: 5

Quality criterion - Name: Communications- Student / Weighting: 5

Quality criterion - Name: Communications- University / Weighting: 10

Quality criterion - Name: Student Support Delivery- Employee's / Weighting: 10

Quality criterion - Name: Student Support Delivery- Student / Weighting: 10

Quality criterion - Name: Systems / Weighting: 5

Quality criterion - Name: Demonstration Response / Weighting: 10

Price - Weighting: 25

II.2.6) Estimated value

Value excluding VAT: £360,000

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

This will be re-procured in 2028

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

This contract is NOT suitable for splitting into lots. The service is student facing and we require one point of contact and a consistency of service provision.

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

The supplier of the NMH provision should be a registered Disabled Students Allowance (DSA) provider of the above NMH support areas. This is due to funding body guidelines and NMH qualification criteria. It also supports students who transition from University funded NMH support to DSA funded NMH support.

III.1.2) Economic and financial standing

List and brief description of selection criteria

To support the financial assessment, the University will obtain a Business Risk Report for all Potential Suppliers/Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers (Compulsory) Liability: £5 million GBP per occurrence.

Public Liability: £5 million GBP per occurrence.

Professional Indemnity Insurance: £1 million GBP per occurrence.

Cyber Liability - £1 million (or equivalent if an alternative method is used to insure potential data breach risks)

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety
- Legal requirements - Specification section 20
- Management Information - Specification section 23
- Advertising, competitive activity & registration - Specification Section 24, 25 & 26 Control of Contractors Health & Safety (CC3) Form
- DSA Registration

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

27 June 2024

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

27 June 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is likely to be re-procured in 2028

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

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/> universityofsouthampton) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

University Road

Southampton

SO17 1BJ

Country

United Kingdom