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Tender

Provision of E-bulk Solution for the Administration of Disclosure and Barring Service (DBS) for Conwy County Borough Council

Conwy County Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-016307

Procurement identifier (OCID): ocds-h6vhtk-0505d0 ([view related notices](#))

Published 22 April 2025, 3:51pm

Scope

Reference

CCBC/DBS-2015

Description

Conwy County Borough Council is seeking to appoint an approved e-Broker to facilitate the administration of all its DBS checks electronically either via a hosted or umbrella body solution.

CCBC processes approximately 1800 DBS checks per annum for recruitment and registration purposes.

The approved e-Broker must be registered with DBS and must be able to administer DBS checks for employees and volunteers in other organisations that Conwy CBC currently undertake.

Please refer to the tender documents for full details of the contract requirements.

Total value (estimated)

- £478,305 excluding VAT
- £505,592 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 July 2028
- Possible extension to 31 July 2030
- 5 years

Description of possible extension:

1 year + 1 year

Main procurement category

Services

CPV classifications

- 75100000 - Administration services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 48610000 - Database systems

Contract locations

- UKL13 - Conwy and Denbighshire
-

Participation

Legal and financial capacity conditions of participation

Please see the tender pack for full details

Technical ability conditions of participation

Please see the tender pack for full details

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

8 May 2025, 12:00pm

Submission type

Tenders

Tender submission deadline

19 May 2025, 12:00pm

Submission address and any special instructions

To submit a compliant tender, you must submit the following:

- a fully completed Invitation to Tender document including any permitted supporting documentation;
- a completed and signed Form of Tender (Appendix 1).
- a completed and signed Declaration (Appendix 2).
- completed and signed the Anti-Collusion Certificate (Appendix 3).
- any requested supporting documentation.

The completed tender submission, together with any requested supporting information, must be uploaded and submitted electronically to www.sell2wales.gov.wales website and be received by and no later than 12pm midday, 19.05.2025.

Providers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Failure to submit the tender submission as required may result in the relevant Supplier being excluded from any further participation in this procurement process.

Any tender submitted and / or received after the date and time specified above may not be considered and the Organisation will be advised of this.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh
- English

Award decision date (estimated)

23 June 2025

Recurring procurement

Publication date of next tender notice (estimated): 31 July 2028

Award criteria

Name	Description	Type	Weighting
Price	The invitation to tender asks Bidders to cost for all the requirements listed in the Specification, and cover the whole life cost of the contract.	Price	60.00%

Name	Description	Type	Weighting
Quality criteria	The quality evaluation criteria accounts for 40% of the total score. This comprises of 25% for the written submission and 15% for the presentation. Questions apart of the written submission include: - Capacity and commercial aspects; - Previous experience and specialist skills; - Project specific information, including overview of DBS eBulk system solution, timescales and implementation and any fees involved. The presentation will involve providing a demonstration of the solution and answering general questions.	Quality	40.00%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This competitive flexible procedure will be conducted in two (2) stages. The two (2) stages are described in more detail below.

Stage 1 – Invitation to tender

- a. Stage 1 will commence with the issuing of a Tender Notice and the publication of the documentation (specification, instructions and invitation to tender).
- b. Tenders must be submitted in accordance with the timetable and instructions set out in the tender pack.
- c. After the deadline for submission of tenders, the Authority will undertake the necessary due diligence checks to assess the submissions for non-compliant tenders (including whether Suppliers are on the debarment list). If any tender(s) are found to be non-compliant, the Authority will notify the Supplier that they will not progress any further in the tender process.
- d. A panel of officers from the Authority will then evaluate and score the tender submissions in accordance with the assessment methodology and award criteria set out in the Tender Notice and documents provided. Based on the written submission weighted scores and pricing weighted scores combined, up to 3 top scoring tenderers may be shortlisted and invited to the second stage (unless they are unable to catch up with scores).
- e. In carrying out this evaluation, the Authority will disregard any tender from a Supplier that does not satisfy the tender instructions. The Authority may also disregard a tender in line with section 19 of the Procurement Act 2023.
- f. Stage 1 will conclude with the Authority notifying the unsuccessful Suppliers of the outcome and that they have not been shortlisted to participate in stage 2.

Stage 2: Presentation

- g. Stage 2 will commence with inviting the successful Suppliers shortlisted at Stage 1 to attend an in person or Microsoft Teams presentation. The focus of the presentation will be a demonstration of the Suppliers eBulk solution and an opportunity for bidders to respond

to evaluation panels questions.

h. Once the presentations have concluded and the evaluation panel score the presentations (in accordance with the assessment methodology and award criteria), the Authority will provide an assessment summary to all Suppliers that submitted final tenders to:

i. inform them whether they have been successful in being awarded the Contract

ii. provide an explanation of the assessment of the Supplier's tender against the relevant award criteria, in accordance with the requirements of the Act

iii. where different to the Supplier concerned, provide information in respect of the most advantageous tender submitted, including details of the assessment of this tender against the relevant award criteria and the Supplier's name

i. Once the assessment summaries have been provided to the Suppliers that participated in stage 2, the Authority will also publish a contract award notice on sell2wales website and the Central Digital Platform to commence the mandatory standstill period (8 working days).

j. Subject to completion of the mandatory standstill period, Stage 2 will end with the Authority entering into the Contract with the preferred Supplier and publication of a Contract Details Notice on sell2wales website and the Central Digital Platform (within 30 days of the date on which the Contract is entered into).

Justification for not publishing a preliminary market engagement notice

Conwy County Borough Council has not undertaken any preliminary engagement with market suppliers. This is due to officers already having a good understanding of the market and the project requirements.

Documents

Associated tender documents

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=31715

Tender pack

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=31716

Bilingual advert

Contracting authority

Conwy County Borough Council

- Public Procurement Organisation Number: PQJH-8668-YMDV

Coed Pella

Colwyn Bay

LL29 0GG

United Kingdom

Contact name: Sarah Martin

Telephone: 01492 574000

Email: procurement@conwy.gov.uk

Website: <http://www.conwy.gov.uk>

Region: UKL13 - Conwy and Denbighshire

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales