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Tender

## **NTU/21/2002/DS - The Provision of Legal Services**

Nottingham Trent University

F02: Contract notice

Notice identifier: 2021/S 000-018394

Procurement identifier (OCID): ocds-h6vhtk-02cf48

Published 2 August 2021, 11:32am

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

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

Nottingham Trent University

50 Shakespeare Street

Nottingham

NG1 4FQ

#### **Contact**

Procurement Department

#### **Email**

[dean.scaife@ntu.ac.uk](mailto:dean.scaife@ntu.ac.uk)

#### **Telephone**

+44 1158482921

#### **Country**

United Kingdom

**NUTS code**

UKF14 - Nottingham

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

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

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/ntu>

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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

NTU/21/2002/DS - The Provision of Legal Services

Reference number

NTU/21/2002/DS

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

- 79100000 - Legal services

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

Services

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

Nottingham Trent University wishes to establish a multi-provider agreement for the provision of Legal Services. The University will work closely with the chosen Suppliers throughout the term of the Framework Agreement to achieve greater value for money for the University. It is estimated that NTU spends over the framework lifespan of £3,800,000 on Legal Services and is inviting Suppliers to Tender for the provision of these services under an Agreement that will run initially for two years, up to a maximum period of four years, subject to satisfactory performance. There is no guarantee of volume or usage levels under the Agreement. The Framework Agreement will allow qualifying firms to supply the services identified in the technical specification, on the agreed terms and for the duration of the Framework Agreement period. NTU will engage Providers by placing individual assignments/instructions under the terms of the Agreement.

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

Value excluding VAT: £3,040,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Property (or Real Estate)

Lot No

1a

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 1a - Property (or Real Estate)Legal advice, legal drafting and legal support in respect of: Acquisition, disposal and development; Conveyancing; Leasing and licences; Planning law; Landlord and tenant; Boundaries and ownership issues.

### **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: £960,000

### **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

2 + 1 + 1

### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

### **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**

Construction

Lot No

1b

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 1b - Construction  
Legal advice, legal drafting and legal support in respect of:  
? Building contracts;  
? Bonds, warranties, guarantees and insurance;  
? Professional appointments and commercial frameworks;  
? Litigation and disputes;  
? Health and safety relating to construction;  
? Environmental law.

### **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: £640,000

**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

2 + 1 + 1

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

**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**

Human Resources

Lot No

2a

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

- 79100000 - Legal services

**II.2.3) Place of performance**

NUTS codes

- UKF14 - Nottingham

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

Lot 2a - Human Resources Practical legal advice, legal drafting and legal support in respect of: ? Legal aspects of recruitment and selection; ? Statements of terms and conditions of employment; ? Colleague conduct, Disciplinary/suspension/ bribery, fraud, research misconduct ? Concerns raised by colleagues under grievance, whistleblowing and other relevant polices Equality Diversity and Inclusion; ? Fair Termination of employment, including disciplinary hearings, redundancies and SOSR ? Settlement agreements ? Claims in the Employment Tribunals, Employment Appeals Tribunals, High Court and County Court; ? TUPE and staff transfer considerations, advice and process support for both insourcing and outsourcing; ? Employee and Employer exposure to obligations around Data Protection, Freedom of Access to Information ? Health and safety including Remote and Home-Working; ? Organisational change and restructure; ? Flexible working arrangements including Secondments; ? Incapability, Performance management; ? Sickness and absence, ill-health incapability; ? Employment status including fixed term employees, atypical workers, agency workers and contractors. ? Pension law; ? Employment-related issues and National Insurance (including as linked to different types of employment status and all HMRC related issues); and ? Policy development and implementation including Family friendly policies, including maternity, paternity, shared parental, adoption and carer support. ? TULRCA, including redundancy notification, trade union recognition, facilities and dispute resolution, industrial action and action short of a strike ? Pay including the implementation of New JNCHES, national framework agreement

**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: £80,000

**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

2 + 1 + 1

### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

### **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**

Human Resources Retention (including Human Resources dispute resolution)

Lot No

2b

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 2b - Human Resources Retention (including Human Resources dispute resolution)? Legal aspects of recruitment and selection;? Statements of terms and conditions of employment;? Colleague conduct, Disciplinary/suspension/ bribery, fraud, research misconduct ? Concerns raised by colleagues under grievance, whistleblowing and other relevant polices Equality Diversity and Inclusion;? Fair Termination of employment, including disciplinary hearings, redundancies and SOSR? Settlement agreements ? Claims in the Employment Tribunals, Employment Appeals Tribunals, High Court and County Court;? Employee and Employer exposure to obligations around Data Protection, Freedom of Access to Information? Health and safety including Remote and Home-Working;? Flexible working arrangements including Secondments;? Incapability, Performance management;? Sickness and absence, ill-health incapability;? Employment status including fixed term employees, atypical workers, agency workers and contractors.? Pension law;? Employment-related issues and National Insurance (including as linked to different types of employment status and all HMRC related issues).

#### **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: £240,000

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

#### **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**

Dispute Resolution

Lot No

3

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 3 - Dispute Resolution To advise and/or represent in matters of litigation, which may include, but is not limited to: ? Resolution of disputes including litigation, adjudication and arbitration; ? Commercial and property related litigation; ? Health and Safety and Regulatory matters, including the defence of regulatory investigations and prosecutions; ? Personal injury litigation, including stress and disease claims; ? Reputation management, including defamation; ? Debt collection; ? Judicial review; ? Appointment and recommendation of Barristers; and ? Clinical negligence and complaints.

### **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: £120,000

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

Duration in months

48

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

**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**

Commercial and Corporate Services

Lot No

4

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

- 79100000 - Legal services

**II.2.3) Place of performance**

NUTS codes

- UKF14 - Nottingham

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

Lot 4 - Commercial and Corporate Services  
Legal advice, legal drafting and legal support in respect of:  
? Research grants and contracts;  
? Collaborative ventures;  
? Intellectual Property matters;  
? Funding and finance models;  
? Loan agreements between organisations;  
? EU procurement law, Public Contract Regulations, tenders and contracts (or successive laws/regulations);  
? Data protection and GDPR compliance;  
? Freedom of Information;  
? Equality and Diversity; ? Confidentiality agreements (NDAs) and knowledge transfer agreements;  
? Funding agreements;  
? Legacies and donations; ? Company Law and charity law, including taxation;  
? Constitutional and governing documents; and?  
? Competition law, including State Aid.  
? Trademarks

#### **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: £400,000

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

#### **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**

Student Matters

Lot No

5

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 5 - Student Matters Practical legal advice, legal drafting and legal support on student matters, including but not limited to;? Student academic appeals, student complaints, student disciplinary matters, fitness to practise issues and other student procedures and processes;? Appeals submitted to the Office of the Independent Adjudicator for Higher Education (OIA) including the drafting of written submissions and liaison with OIA staff? Compliance with the requirements of the Competition and Markets Authority (CMA) and other regulatory bodies in relation to the student contract for tuition (including fee issues)

### **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: £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

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

### **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**

Patent Management

Lot No

6

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

- 79100000 - Legal services

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

NUTS codes

- UKF14 - Nottingham

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

Lot 6 - Patent Management Practical legal advice, legal drafting and legal support on patent management, including but not limited to;? Expertise and advice in relation to filling for patent applications; and? Patent renewals (including reminders of patent deadlines)

### **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: £320,000

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

Duration in months

48

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 3

### **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

Please see PQQ documentation.

#### **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**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 19

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **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

2 September 2021

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: 2 (from the date stated for receipt of tender)

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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: 4 Years

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

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

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom