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Tender

HR Mediation, Investigation and Coaching Service

Radioactive Waste Management

F02: Contract notice

Notice identifier: 2021/S 000-019816

Procurement identifier (OCID): ocds-h6vhtk-02d4d7

Published 13 August 2021, 6:12pm

Section I: Contracting authority

I.1) Name and addresses

Radioactive Waste Management

Building 329, Thomson Avenue

Didcot

OX11 0GD

Contact

James Gatawa

Email

James.gatawa@nda.gov.uk

Telephone

+44 1925802823

Country

United Kingdom

NUTS code

UK - United Kingdom

National registration number

8920190

Internet address(es)

Main address

<https://www.gov.uk/government/case-studies/shared-services-alliance-ssa-for-nuclear-decommissioning-estate>

I.3) Communication

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

https://sharedsystems.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=13977&B=SELLAFIELD

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://sharedsystems.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=13977&B=SELLAFIELD

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

Other activity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR Mediation, Investigation and Coaching Service

Reference number

RWM387

II.1.2) Main CPV code

- 79414000 - Human resources management consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The objectives of required services are to: - Provide formal investigation services as part of a grievance process, by an external investigator. This should include relevant investigation interviews and production of investigation report. - Provide external mediation services that the HR team can appoint to support members of RWM staff, either as part of a formal grievance process or as part of efforts to informally resolve a complaint or grievance. The mediation may be individual or group based, and should be delivered either virtually via Microsoft Team or phone, or face to face in RWM Offices, or other location in surrounding area to the RWM offices as required. - Provide Team or individual coaching sessions as required for RWM employees in relation to investigation or mediation requirements

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79414000 - Human resources management consultancy services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Didcot

II.2.4) Description of the procurement

Radioactive Waste Management (RWM) is committed to be a fair workplace, therefore, to ensure that RWM HR team can fully support any employee related complaints, it is important that relevant independent mediation and investigation support is in place. The objectives of required services are to: - Provide formal investigation services as part of a grievance process, by an external investigator. This should include relevant investigation interviews and production of investigation report. - Provide external mediation services that the HR team can appoint to support members of RWM staff, either as part of a formal grievance process or as part of efforts to informally resolve a complaint or grievance. The mediation may be individual or group based, and should be delivered either virtually via Microsoft Team or phone, or face to face in RWM Offices, or other location in surrounding area to the RWM offices as required. - Provide Team or individual coaching sessions as required for RWM employees in relation to investigation or mediation requirements

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

36

This contract is subject to renewal

Yes

Description of renewals

The term of the contract may be extended once for 1 year, up to a maximum of 4 years in total.

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

List and brief description of conditions: Bidders will be assessed in accordance with Section 5 of the 2015 Public Contract Regulations (implementing the Directive) on the basis of information provided in response to an Invitation to Tender (“ITT”).

Registering for access.

This procurement will be managed electronically via the CTM eSourcing portal. This will be the primary route for sharing all information and communicating with bidders.

If not already registered, you will first need to register your organisation on the portal.

To register, you will need to:

1. Go to the URL: <https://>

sharedsystems.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=12954&B=SELLAFIELD

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: Yes

IV.2) Administrative information

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

Date

13 September 2021

Local time

1:30pm

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

Tender must be valid until: 13 December 2021

IV.2.7) Conditions for opening of tenders

Date

13 September 2021

Local time

1:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Strand

London

London

Country

United Kingdom

Internet address

<http://www.justice.gov.uk>

VI.4.2) Body responsible for mediation procedures

Royal Courts of Justice

Strand

London

London

Country

United Kingdom

Internet address

<http://www.justice.gov.uk>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

Any appeals should be promptly brought to the attention of the contact specified in Section I above, and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the timescales specified by the applicable law, including without limitation, the Public Contracts Regulations 2015. In accordance with the Public Contracts Regulations 2015, the Contracting Authority will also incorporate a minimum 10 calendar day standstill period from the date information on award of contract is communicated to tenderers.

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

Radioactive Waste Management

Didcot

Country

United Kingdom