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Tender

Translation and Interpreting Services Framework

East Sussex County Council

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

Notice identifier: 2025/S 000-020095

Procurement identifier (OCID): ocds-h6vhtk-04eceb ([view related notices](#))

Published 9 May 2025, 2:12pm

Scope

Reference

4783

Description

East Sussex County Council (ESCC) requires Translation and Interpreting Services in order to meet our commitment to delivering accessible services and help towards meeting some of the needs of the diverse communities within the county.

ESCC currently acts as lead Authority for the 'SUSTI Framework' (Sussex Translation & Interpreting) which is accessed by CCGs (Clinical Commissioning Groups), NHS organisations, West Sussex County Council (WSCC), Surrey County Council (SCC), Brighton and Hove City Council (BHCC) along with District & Borough Councils across East and West Sussex and Surrey.

The current Framework ends 31st December 2025. The service wishes to let a replacement framework to ensure that there is continuation of service provision and delivery.

Legal advice and support have been sought to include, but is not limited to:

- Consideration of changes to the associated Framework and call-off Terms and Conditions;
- support with invitation to tender;
- advice on the Framework structure;
- advice on Access Agreements (whether they are needed and how they are executed);

advice on potential use of competitive flexible procedure under new Procurement Act 2023

This will be a multi-supplier framework. the proposed Lot structure at present, to be agreed once preliminary market engagement has taken place is:

- Lot 1. Spoken Language - remote (telephone/video) and face-to-face
- Lot 2. Non-Spoken Languages (eg: British Sign Language) - remote (video) and face-to-face
- Lot 3. Translation, Transcription and Ancillary Services

Commercial tool

Establishes a framework

Total value (estimated)

- £15,000,000 excluding VAT
- £18,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2029
- 4 years

Main procurement category

Services

CPV classifications

- 79530000 - Translation services
- 79540000 - Interpretation services

Contract locations

- UKJ21 - Brighton and Hove
- UKJ22 - East Sussex CC
- UKJ25 - West Surrey
- UKJ26 - East Surrey
- UKJ27 - West Sussex (South West)
- UKJ28 - West Sussex (North East)
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

Lot 1. Face to face and Telephone/Video Interpreting Services for Spoken Language

Description

Spoken Face-to-Face and Telephone or Video Interpreting Services for Spoken Language

As described in the Stage 2 procurement documents.

Lot value (estimated)

- £15,000,000 excluding VAT
- £18,000,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Face-to-Face and Video Interpreting Services for Non-spoken Languages (eg: BSL)

Description

Face-to-Face and Video Interpreting Services for Non-spoken Languages (eg: BSL)

As detailed in the Stage 2 procurement documents.

Lot value (estimated)

- £15,000,000 excluding VAT
- £18,000,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Translation, Transcription and Ancillary Services

Description

Translation, Transcription and Ancillary Services

As described in the Stage 2 procurement documents

Lot value (estimated)

- £15,000,000 excluding VAT
- £18,000,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

2%

Further information about fees

For Bidders that are successfully appointed to the Framework, if the total annual spend from all Participating Authorities is £5,000 or more (excluding VAT), those Bidders will be required to pay a Framework Fee (calculated as 2% of the total annual spend) to the Council to support and facilitate the administration of the Framework. The Framework Fee will be collected annually in arrears.

Framework operation description

Prices will be fixed for the duration of the Framework. Contracts will be awarded without re-opening competition and this will be based on Bidder's ranking.

Award method when using the framework

Without competition

Contracting authorities that may use the framework

East Sussex County Council Surrey County Council Brighton & Hove City Council West Sussex County Council

All District and Borough Councils and Maintained Schools covered by the International Territorial Level TLJ2

All Health Authorities, National Health Service Trusts, Integrated Care Boards, social care organisations, and any other person(s) or body established or financed under the National Health Service Act 1977 as amended and future bodies (e.g. Foundation Trusts) associated with the delivery of healthcare, within East Sussex, Surrey, Brighton & Hove and West Sussex

Sussex Police Authority, Surrey Police Authority

East Sussex Fire and Rescue Service, West Sussex Fire and Rescue Service, Surrey Fire and Rescue Service

South East Coast Ambulance Service

Voluntary and Community Organisations (including 3rd Sector Organisations) and Housing Associations with a presence in East Sussex, Surrey, Brighton & Hove and West Sussex.

Contracting authority location restrictions

- UKJ2 - Surrey, East and West Sussex
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

Participation

Particular suitability

Lot 1. Face to face and Telephone/Video Interpreting Services for Spoken Language

Lot 2. Face-to-Face and Video Interpreting Services for Non-spoken Languages (eg: BSL)

Lot 3. Translation, Transcription and Ancillary Services

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Submission type

Requests to participate

Deadline for requests to participate

12 June 2025, 12:00pm

Submission address and any special instructions

Documents to be submitted should be uploaded using the Supplier Network e-Sourcing Portal

<https://supplierlive.proactisp2p.com/Account/Login>

Search for RFX1000903

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

6 November 2025

Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Price	40%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

We are utilising a two stage Competitive Flexible Procedure process. At Stage 1, a Procurement Specific Questionnaire (PSQ) will be used to assess and down select bidders to be taken forwards to Stage 2 the Invitation to Tender.

Contracting authority

East Sussex County Council

- Public Procurement Organisation Number: PXGX-2145-PRQJ

County Hall, St Anne's Crescent

Lewes

BN7 1UE

United Kingdom

Contact name: Richard Pocklington

Email: Procurement@eastsussex.gov.uk

Region: UKJ22 - East Sussex CC

Organisation type: Public authority - sub-central government