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Tender

Contract Management Services

Cassiltoun Housing Association Ltd.

F02: Contract notice

Notice identifier: 2022/S 000-024262

Procurement identifier (OCID): ocids-h6vhtk-036456

Published 31 August 2022, 11:57am

Section I: Contracting authority

I.1) Name and addresses

Cassiltoun Housing Association Ltd.

Castlemilk Stables, 59 Machrie Road

Glasgow

G45 0AZ

Email

cassiltoun@edwardsmacdowall.co.uk

Telephone

+44 1416342673

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.cassiltoun.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11383

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Other type

Housing Association

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Contract Management Services

II.1.2) Main CPV code

- 79994000 - Contract administration services

II.1.3) Type of contract

Services

II.1.4) Short description

1.1 Cassiltoun Housing Association wishes to appoint a suitably qualified, experienced and competent Contract Management Consultant with a high level of knowledge and understanding of the social housing sector in Scotland and specifically the maintenance and procurement functions for RSLs and CDM matters as they relate to maintenance projects. The commission will involve contract management/administration including advising on CDM matters, staff and Board of Management training, policy writing and conducting procurement exercises/ administering call offs from Frameworks.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Castlemilk, Glasgow

II.2.4) Description of the procurement

The successful bidder will be required to;

1. Set up and deliver through effective contract management a programme of planned, cyclical and reactive maintenance projects [for contracts relating to the maintenance of Cassiltoun HA's housing stock and offices]

2. Deliver services within the context of the legislative and Regulatory Framework governing RSLs in Scotland
3. Effectively manage the contracts from inception to completion, delivering contract management to required timeframes, cost and quality required by Cassiltoun HA, including the Association's existing framework contracts
4. Develop and review contractual documentation for all maintenance contracts including frameworks and single contractor term contracts
5. Administer contracts including tender evaluation, valuations and certification, project monitoring, site meetings, technical inspections and report, review of contract extensions
6. Assist with cost data and cost control, design and specification
7. Negotiate and act on behalf of the Association in any dispute with appointed contractors
8. Inspect works as required to fulfil the contract administration function
9. Agreeing final accounts
10. Provide CDM services for all maintenance contracts including review of risk assessments and hazards and training for staff and Board of Management
11. Assist Asset Manager in the development of project risk registers
12. Advise the Association on ARC [Annual Return on the Charter] indicators as they relate to the maintenance function and assist in collection and interpretation of ARC data
13. Assist the Asset Manager in the management of all maintenance contracts including attending and minuting progress meetings for all maintenance contracts
14. Manage the Association's Maintenance Framework [due to be in place by 01/04/2023], including advising the Association on call offs and mini competitions
15. In conjunction with the Association's Development Consultant undertake PCS/ FTS procurements for maintenance and other ad hoc contracts within the Association including price/quality assessments
16. Present updates and advice to the Senior Leadership Team and Board of Management as and when required
17. Advise Senior Leadership Team on changes in housing policy and practice relating to

the maintenance function and procurement policy within the social housing sector

18. Show commitment to sustainability and equal opportunities

19. Work on own initiative but know when to seek approval from senior staff/ governing body

20. Provide training for staff and Board of Management as required, in relation to maintenance, procurement functions including matters relating to CDM Regulations

21. Develop/ draft in-house policies relating to the maintenance function

22. Review 30 year/ life cycle costs and data held by CHA

23. Carry out ad-hoc stock condition surveys [SHQWS/ EESH] (This may be required to complement the already running contract with a third party for asset management/ full-scale stock condition surveys and LCCs.)

24. Advise on defects and carry out building diagnostics

25. Provide ad hoc maintenance inspection/ defect diagnostics/ technical advice to the Association

26. Assist Asset Manager with review and updating of asset register and provide consequential cashflow and budgeting

27. Assist the CEO in maintenance matters in the event of a Regulation Plan being issued by SHR

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 April 2023

End date

31 March 2026

This contract is subject to renewal

Yes

Description of renewals

Solely at the discretion of Cassiltoun HA, the commission may be extended by up to two years.

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Please refer to the attached briefing document for full details of the Stage 1 Assessment criteria and scoring mechanism. In summary:

1. SPD (Scotland) must be fully completed in the format requested and returned on time. Failure to complete any of the sections included within the specific SPD (Scotland) may lead to exclusion from the competition

2. Bidders must pass the minimum standards section of the SPD (Scotland) ; any 'fail' may lead to exclusion from the competition

3. All firms who achieve 'pass' on all the 'pass/fail' sections and also achieve the quality threshold, which has been set at 85 points at section 4C.1.2, will proceed to stage 2.

4. Section 4C.1.2 will be scored on the basis of the following:

a) Experience of providing contract management services for maintenance functions within the social housing sector in Scotland (55%)

b) Experience on advising clients on social housing maintenance policy and developing/drafting in-house policies. (15%)

c) Experience of assisting in collection and interpretation of ARC data and advising RSL(s) on ARC indicators as they relate to the maintenance function. Experience in assisting social housing providers with regulatory returns to SHR (10%)

d) Experience of delivering training to staff and Board of Management within the social housing sector (10%)

e) Experience of presenting to and working with governing bodies within the social housing sector (5%)

f) Experience of having coordinated full procurement of housing maintenance contract processes via PCS/OJEU/FTS (5%)

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.2.14) Additional information

Please refer to additional documents attached to the contract notice

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

Membership of a relevant professional body relating to building or surveying or housing

Member of APS and experience in and qualified to provide advice on CDM matters

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

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

21 October 2022

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

1 November 2022

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: 31 March 2023

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2026

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

Please refer to document attached to contract notice

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=702254.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers 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.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Association will agree appropriate community benefit contributions with the successful provider, commensurate with the nature and size of the commission

(SC Ref:702254)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sherrif Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom