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Tender

Provision of Career Transition Partnership (CTP) Services. The primary purpose of the career transition service is to assist (through the provision of career advisory and training services) eligible regular and full-time reserve personnel leaving the Armed Forces(Royal Navy, Army and Royal Air Force) to make a successful transition to civilian employment, including self-employment, appropriate to their skills, knowledge, and experience and/or in accord with their aspirations. The service shall also include preparations for civilian life for Service Leavers who do not wish to find employment e.g. those planning to retire or those going into full-time education. This includes advice on the financial aspects of resettlement, the housing market and information for the Service Leaver's family as appropriate. Please refer to Description of Requirements attached. Please also note the full specification will be issued to those suppliers selected for Invitation to Tender (ITN). The Description of Services can be found within the Defence Opportunity at www.contracts.mod.uk

Ministry of Defence

F17: Contract notice for contracts in the field of defence and security

Notice identifier: 2022/S 000-025261

Procurement identifier (OCID): ocds-h6vhtk-0310d6

Published 8 September 2022, 3:32pm

Section I: Contracting authority/entity

I.1) Name, addresses and contact point(s)

Ministry of Defence

HOCS Commercial, Level 2, Kentigern House, Room 1202-1221, 65 Brown Street

Glasgow

G2 8EX

Contact

Geraldine Joyce

For the attention of

Joyce Geraldine

Email(s)

geraldine.joyce102@mod.gov.uk

Country

United Kingdom

National registration number

Ministry of Defence

Internet address(es)

General address of the contracting authority/entity

www.mod.gov.uk

Electronic access to information

<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=54112>

Further information

Further information can be obtained from the above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from

The above-mentioned contact point(s)

Tenders or requests to participate must be sent to

The above-mentioned contact point(s)

I.2) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3) Main activity

Defence

I.4) Contract award on behalf of other contracting authorities/entities

The contracting authority is purchasing on behalf of other contracting authorities:

No

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority

Provision of Career Transition Partnership (CTP) Services.

The primary purpose of the career transition service is to assist (through the provision of career advisory and training services) eligible regular and full-time reserve personnel leaving the Armed Forces(Royal Navy, Army and Royal Air Force) to make a successful transition to civilian employment, including self-employment, appropriate to their skills, knowledge, and experience and/or in accord with their aspirations. The service shall also include preparations for civilian life for Service Leavers who do not wish to find employment e.g. those planning to retire or those going into full-time education. This includes advice on the financial aspects of resettlement, the housing market and information for the Service Leaver's family as appropriate. Please refer to Description of Requirements attached.

Please also note the full specification will be issued to those suppliers selected for Invitation to Tender (ITN).

The Description of Services can be found within the Defence Opportunity at

www.contracts.mod.uk

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 3: Defence services, military defence services and civil defence services

Main site or location of works, place of delivery or of performance

Across UK

NUTS code

- UK - United Kingdom

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between £110,000,000 and £131,750,000

II.1.5) Short description of the contract or purchase(s)

The primary purpose of the career transition service is to assist (through the provision of career advisory and training services) eligible regular and full-time reserve personnel leaving the Armed Forces(Royal Navy, Army and Royal Air Force) to make a successful transition to civilian employment, including self-employment, appropriate to their skills, knowledge, and experience and/or in accord with their aspirations. The service shall also include preparations for civilian life for Service Leavers who do not wish to find employment e.g. those planning to retire or those going into full-time education. This includes advice on the financial aspects of resettlement, the housing market and information for the Service Leaver's family as appropriate. Please refer to Description of Requirements attached.

Please also note the full specification will be issued to those suppliers selected for Invitation to Tender (ITN).

The Description of Services can be found within the Defence Opportunity at

www.contracts.mod.uk

II.1.6) Common procurement vocabulary (CPV)

- 75221000 - Military defence services

II.1.7) Information about subcontracting

The tenderer has to indicate in the tender any share of the contract it may intend to subcontract to third parties and any proposed subcontractor, as well as the subject-matter of the subcontracts for which they are proposed

The tenderer has to indicate any change occurring at the level of subcontractors during the execution of the contract

The contracting authority/entity may oblige the successful tenderer to award all or certain subcontracts

The successful tenderer is obliged to specify which part or parts of the contract it intends to subcontract beyond the required percentage and to indicate the subcontractors already identified

II.1.8) Lots

This contract is divided into lots: No

II.1.9) Information about variants

Variants will be accepted: No

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope

REFER TO DESCRIPTION OF SERVICES DOCUMENT at Defence Opportunity
www.contracts.mod.uk

Estimated value excluding VAT:

£131,750,000

II.2.2) Information about options

Options: Yes

Description of these options: Contract is 7 + 2 +2 Option Years

II.2.3) Information about renewals

This contract is subject to renewal: No

II.3) Duration of the contract or time limit for completion

Start date: 11 July 2023

End date: 31 March 2034

Section III. Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required

A Parent Company Guarantee and/or Performance Bond in a form to be provided by the MoD may be required. Details will be included in the Tender Documentation, if applicable.

III.1.2) Main financing conditions and payment arrangements and/or reference to the

relevant provisions governing them

Potential Providers must note the mandatory requirement for electronic trading using the Contracting, Purchasing & Finance (CP&F) electronic trading tool. All payments for deliverables under the contract shall only be made via CP&F. Details can be found at

<https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system>

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded

In the event of a group provider submitting an acceptable offer, the MoD requires one of the following:

- (a) the group of bidders to take a legal form; or
- (b) one bidder to take Prime Contractor responsibility; or
- (c) that each member of the group undertakes joint and severable liability for the performance of the agreement.

III.1.4) Other particular conditions to which the performance of the contract is subject, in particular with regard to security of supply and security of information

This procurement is restricted to companies registered in UK or Gibraltar under DSPCR 2011 Reg 23(4)(k) (i) as amended under The Defence and Security Public Contracts (Amendment) (EU Exit) Regulations 2019).

The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. The link below to the [Gov.uk](https://www.gov.uk) website provides information on the Government Security Classification.

www.gov.uk/government/publications/government-security-classifications

III.1.5) Information about security clearance

Candidates which do not yet hold security clearance may obtain such clearance until: 31 December 2022

III.2) Conditions for participation

III.2.1) Personal situation

Criteria regarding the personal situation of economic operators (that may lead to their exclusion) including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: The Authority will apply all the offences listed in Article 39(1) of Directive 2009/81/EC (implemented as Regulation 23(1) of the Defence and Security Public Contract Regulations (DSPCR) 2011 in the UK) and all of the professional misconducts listed at Article 39(2) of Directive 2009/81/EC (see also Regulation 23(4) in the DSPCR 2011) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of these criteria are at

www.contracts.mod.uk/delta/project/reasonsForExclusion.html#dspr

Candidates will be required to sign a declaration confirming whether they do or do not have any of the listed criteria as part of the pre-qualification process.

Candidates who have been convicted of any of the offences under Article 39(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest (including defence and security factors) for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 39(2) may be excluded from being selected to bid at the discretion of the Authority.

Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal
- Click the "Click here to register" link
- Accept the terms and conditions and click "continue"
- Enter your correct business and user details
- Note the username you chose and click "Save" when complete
- You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender

- Login to the portal with the username/password
- Click the "PQQs Open to All Suppliers" link. (These are Pre-Qualification Questionnaires open to any registered supplier)
- Click on the relevant PQQ to access the content.
- Click the "Express Interest" button in the "Actions" box on the left-hand side of the page.
- This will move the PQQ into your "My PQQs" page. (This is a secure area reserved for your projects only)
- Click on the PQQ code, you can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box

3. Responding to the tender

- You can now choose to "Reply" or "Reject" (please give a reason if rejecting)
- You can now use the 'Messages' function to communicate with the buyer and seek any clarification
- Note the deadline for completion, then follow the onscreen instructions to complete the PQQ
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance please consult the online help, or contact the eTendering help desk.

Criteria regarding the personal situation of subcontractors (that may lead to their rejection) including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal

- Click the “Click here to register” link
- Accept the terms and conditions and click “continue”
- Enter your correct business and user details
- Note the username you chose and click “Save” when complete
- You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender

- Login to the portal with the username/password
- Click the "PQQs Open to All Suppliers" link. (These are Pre-Qualification Questionnaires open to any registered supplier)
- Click on the relevant PQQ to access the content.
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
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- You can now choose to “Reply” or “Reject” (please give a reason if rejecting)
- You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification
- Note the deadline for completion, then follow the onscreen instructions to complete the PQQ
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance please consult the online help, or contact the eTendering help desk.

III.2.2) Economic and financial ability

Criteria regarding the economic and financial standing of economic operators (that may lead to their exclusion)

Information and formalities necessary for evaluating if the requirements are met: As specified in the pre-qualification questionnaire document at Section 1,11 Part 1: Form D – Economic and Financial Standing.

Criteria regarding the economic and financial standing of subcontractors (that may lead to their exclusion)

Information and formalities necessary for evaluating if the requirements are met: As per above

III.2.3) Technical and/or professional capacity

Criteria regarding the technical and/or professional ability of economic operators (that may lead to their exclusion)

Information and formalities necessary for evaluating if the requirements are met: As specified in the pre-qualification questionnaire document at Section: 1.13 PART 1: FORM E - Technical and Professional Ability.

Criteria regarding the technical and/or professional ability of subcontractors (that may lead to their rejection)

Information and formalities necessary for evaluating if the requirements are met: As specified in the pre-qualification questionnaire document at Section: 1.13 PART 1: FORM E - Technical and Professional Ability.

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession

Execution of the service is reserved to a particular profession: No

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures): no

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

Envisaged minimum number 3 and maximum number 6

Objective criteria for choosing the limited number of candidates: Objective criteria for choosing the limited number of candidates: The Authority intends to restrict the number of tenderers up to a maximum of six. The Authority will assess the suitability of potential providers to be invited to tender using the Pre-Qualification Questionnaire (PQQ) that interested providers must complete to be considered. The PQQ will be assessed and, if necessary, the number of potential providers reduced to a maximum of up to six, using the following assessment criteria, all of which must be met.

1. Potential providers must score a "PASS" against all questions throughout the questionnaire that are scored as "PASS/FAIL".
2. Potential providers must demonstrate satisfactory (PASS) evidence against questions SQ-6.1 to 6.3 (serial numbers 1.13.1 to 1.13.3) in Part 1 Form E - Technical and Professional Ability.

All Suppliers who satisfy the above assessment criteria will be ranked using the total weighted score allocated against the scored questions in [the Technical Questionnaire] and the Authority will invite up to six providers with the highest total weighted score. If there are a number of providers with the same weighted score, the Authority reserves the right to invite more than the maximum number of six suppliers. In the event that more than one supplier is ranked in sixth place on the above basis, the Authority reserves the right to award sixth place on the basis of the highest score in Form F section 2.4 (Technical Questions) only.

Failure to achieve a minimum pass mark of 60 of 100 for the overall DPQQ score may result in elimination from the process.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated: yes

IV.2) Award criteria

IV.2.1) Award criteria

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) Information about electronic auction

An electronic auction has been used: no

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority

702705451

IV.3.2) Previous publication(s) concerning the same contract

Notice number: [2022/S 000-002620](#) of 28 January 2022

Other previous publications

no

IV.3.4) Time limit for receipt of tenders or requests to participate

10 October 2022 - 11:59pm

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

English

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately Oct/Nov 2022 and March/July 2023

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds:
No

VI.3) Additional information

The Contracting Authority intends to use the Model Services Contract version 2.0 (as amended) to contract with the successful bidder.

The Contracting Authority intends to use an e-Tendering system in this procurement exercise, please visit www.contracts.mod.uk for full details and to register your interest in this procurement.

Additional Information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the (PQQ) criteria set out for the procurement. The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. The link below to the [Gov.uk](http://www.gov.uk) website provides information on the Government Security Classification. [do we need to amend to MoD Security Classification?]

<https://www.gov.uk/government/publications/government-security-classifications>

Advertising Regime This contract opportunity is published in Contracts Finder, Find A Tender and DSP <http://www.contracts.mod.uk>

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

MoD

Glasgow

Email(s)

Geraldine.Joyce102@mod.gov.uk

Country

United Kingdom

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: In accordance with Part 9 of the Defence and Security Public Contracts Regulations 2011

VI.4.3) Service from which information about the lodging of appeals may be obtained

As above