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Contract

## **Business Support Services Framework Agreement**

The Highland Council

F03: Contract award notice

Notice identifier: 2023/S 000-026390

Procurement identifier (OCID): ocds-h6vhtk-03b820

Published 6 September 2023, 4:48pm

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

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

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

#### **Email**

[gordon.duncan@highland.gov.uk](mailto:gordon.duncan@highland.gov.uk)

#### **Telephone**

+44 1463702670

#### **Country**

United Kingdom

## **NUTS code**

UKM6 - Highlands and Islands

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Business Support Services Framework Agreement

Reference number

HC/IEE/BSS/2023

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

- 79411100 - Business development consultancy services

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

Services

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

The Highland Council Business Gateway Service have created a multi supplier Framework Agreement for delivery of a comprehensive range of business support services to local Micro and Small to Medium Enterprises (SMEs).

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

This contract is divided into lots: Yes

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £300,000

## **II.2) Description**

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

LOT1 General Start-Up

Lot No

1

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This Lot shall include entry level start-up workshops and Webinars and shall focus on business structure, cashflow, funding, business planning, advice on tax, marketing, and HR.

Format of delivery: Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT2 Specialist business support: HR/employee development/wellbeing/environmental

Lot No

2

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services

- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This Lot shall include support with employment legislation advice, continual personal development, mental health programmes, physical activity, and workplace health promotion.

Format of delivery: One to One, Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT3 Specialist business support: Finance/Business Planning

Lot No

3

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This Lot shall include support with business plans and profit and loss accounts.

Format of delivery: One to One, Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT5 Specialist business support: Marketing

Lot No

5

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This Lot shall include support with branding, product labelling, graphic design, advertising/messaging.

Format of delivery: One to One, Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT6 Specialist business support: Procurement

Lot No

6

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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



This Lot shall include support and advice for tendering contracts including the use of Public Contracts Scotland and supply chain development. This is one to one support and also one to many through workshops/webinars.

Format of delivery: One to One, Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT7 Specialist business support: Energy efficiencies/ Net Zero

Lot No

7

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services

- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This lot shall include advice and support to help a business make progress towards net zero emissions. This support and advice could cover heating, ventilation, and air conditioning.

Renewable heat technologies, heating and ventilation, LED lighting, solar panels. Waste Minimisation, Recovery and Reprocessing

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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**

LOT8 Digital services/Information solutions and technology

Lot No

8

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

- 79411100 - Business development consultancy services
- 79410000 - Business and management consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79400000 - Business and management consultancy and related services
- 80000000 - Education and training services
- 79996000 - Business organisation services

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

NUTS codes

- UKM6 - Highlands and Islands

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

This Lot shall include support with social media and digital solutions.

Format of delivery: One to One, Webinars & Workshops (on-site)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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 IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-009626](#)

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## **Section V. Award of contract**

### **Lot No**

1

### **Title**

LOT1 General Start-Up

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

7 August 2023

### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: Yes

### **V.2.3) Name and address of the contractor**

Eris Business Services

Altnacardich Woodland Office, Newtonhill,

Inverness

IV3 8RN

Telephone

+44 7764192503

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Caton Advisers Llp

272 Bath Street

Glasgow

G2 4JR

Telephone

+44 7808475782

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Third Sector Development Ltd

2/3, 48 West George Street

Glasgow

G2 1BP

Telephone

+44 1224014410

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Jeni Iannetta

Rowan Cottage

Muir of Ord

IV6 7TW

Telephone

+44 7522993839

Country

United Kingdom

NUTS code

- UKM61 - Caithness & Sutherland and Ross & Cromarty

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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## **Section V. Award of contract**

### **Lot No**

2

### **Title**

LOT2 Specialist business support: HR/employee development/wellbeing/environmental

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

7 August 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Arena HR Ltd

Ingram Enterprise Centre,, John Finnie Street

Kilmarnock

KA1 1DD



Telephone

+44 7805332236

Country

United Kingdom

NUTS code

- UKM93 - East Ayrshire and North Ayrshire mainland

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Third Sector Development Ltd

2/3, 48 West George Street

Glasgow

G2 1BP

Telephone

+44 1224014410

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Jeni Iannetta

Rowan Cottage

Muir of Ord

IV6 7TW

Telephone

+44 7522993839

Country

United Kingdom

NUTS code

- UKM61 - Caithness & Sutherland and Ross & Cromarty

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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## **Section V. Award of contract**

### **Lot No**

3

### **Title**

LOT3 Specialist business support: Finance/Business Planning

A contract/lot is awarded: Yes

### **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

2 August 2023

### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: Yes

### **V.2.3) Name and address of the contractor**

Caton Advisers Llp

272 Bath Street

Glasgow

G2 4JR

Telephone

+44 7808475782

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Watson Financial Management

Gharadail, Duror

Appin

PA38 4BW

Telephone

+44 7852505953

Country

United Kingdom

NUTS code

- UKM6 - Highlands and Islands

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Eris Business Services

Altnacardich Woodland Office, Newtonhill,

Inverness

IV3 8RN

Telephone

+44 7764192503

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

CJM Project Financial Management Ltd

AFM House, 6 Crofthead Road

Prestwick

KA9 1HW

Telephone

+44 1292671119

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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## **Section V. Award of contract**

### **Lot No**

5

### **Title**

LOT5 Specialist business support: Marketing

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

4 August 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Inspire IT Services Ltd

Inspire House, Lawgrove Place, Inveralmond Industrial Estate

Perth

PH1 3XQ

Telephone

+44 7776410777

Country

United Kingdom

NUTS code

- UKM77 - Perth & Kinross and Stirling

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

J&G3 Ltd

30 East Kilbride Rd

Rutherglen

G73 5EB

Telephone

+44 7782560000

Country

United Kingdom

NUTS code

- UKM95 - South Lanarkshire

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Third Sector Development Ltd

2/3, 48 West George Street

Glasgow

G2 1BP

Telephone

+44 1224014410

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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### **Section V. Award of contract**

#### **Lot No**

6

#### **Title**

LOT6 Specialist business support: Procurement

A contract/lot is awarded: Yes

#### **V.2) Award of contract**



### **V.2.1) Date of conclusion of the contract**

31 July 2023

### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: Yes

### **V.2.3) Name and address of the contractor**

Beyond Procurement Ltd

Delmonn House, 36-38 Church Road

Burgess Hill

RH15 9AE

Telephone

+44 1444416529

Country

United Kingdom

NUTS code

- UKJ27 - West Sussex (South West)

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Third Sector Development Ltd

2/3, 48 West George Street

Glasgow

G2 1BP

Telephone

+44 1224014410

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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## **Section V. Award of contract**

### **Lot No**

7

### **Title**

LOT7 Specialist business support: Energy efficiencies/ Net Zero

A contract/lot is awarded: Yes

## **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

3 August 2023

### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: Yes

### **V.2.3) Name and address of the contractor**

Beyond Procurement Ltd

Delmonn House, 36-38 Church Road

Burgess Hill

RH15 9AE

Telephone

+44 1444416529

Country

United Kingdom

NUTS code

- UKJ27 - West Sussex (South West)

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Arete Zero Carbon

First Floor, 14 Castle Street, Liverpool

Liverpool

L2 0NE

Telephone

+44 7543704878

Country

United Kingdom

NUTS code

- UKD72 - Liverpool

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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## **Section V. Award of contract**

### **Lot No**

8

### **Title**

LOT8 Digital services/Information solutions and technology

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

4 August 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 5

Number of tenders received from SMEs: 5

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Inspire IT Services Ltd

Inspire House, Lawgrove Place, Inveralmond Industrial Estate

Perth

PH1 3XQ

Telephone

+44 7776410777

Country

United Kingdom

NUTS code

- UKM77 - Perth & Kinross and Stirling

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

J&G3 Ltd

30 East Kilbride Rd

Rutherglen

G73 5EB

Telephone

+44 7782560000

Country

United Kingdom

NUTS code

- UKM95 - South Lanarkshire

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Modus (Scotland) Ltd

Gartmornhill Farm

Alloa

FK10 3AU

Telephone

+44 1259759000

Country

United Kingdom

NUTS code

- UKM72 - Clackmannanshire and Fife

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Third Sector Development Ltd

2/3, 48 West George Street

Glasgow

G2 1BP

Telephone

+44 1224014410

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

### **V.2.3) Name and address of the contractor**

Tuminds Ltd

70 Culduthel Road

Inverness

IV2 4HH

Telephone

+44 1463513965

Country

United Kingdom

NUTS code

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000



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## **Section VI. Complementary information**

### **VI.3) Additional information**

Whilst it states that each Lot has a value of 300,000 pounds, this figure is the total spend of all Lots together, not individually. The maximum spend under this Framework Agreement will therefore be approximately 300,000 pounds.

(SC Ref:743716)

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

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

Local Sheriff Court

Inverness

Country

United Kingdom