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Tender

Easy Read

Health Education England

F02: Contract notice

Notice identifier: 2022/S 000-028218

Procurement identifier (OCID): ocds-h6vhtk-0373cc

Published 7 October 2022, 11:40am

Section I: Contracting authority

I.1) Name and addresses

Health Education England

1st Floor, Blenheim House, Duncombe Street

Leeds

LS1 4PL

Contact

Phil Scott

Email

philip.scott@hee.nhs.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.hee.nhs.uk>

Buyer's address

<https://www.hee.nhs.uk>

I.3) Communication

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Easy Read

Reference number

C104752

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

Health Education England (HEE) National Learning Disabilities and Autism Programme is co-producing all projects and programmes with people with learning disabilities and autistic people. Co-production will mean people that people with learning disabilities and autistic people are part of the decision-making process at every stage, and our project and programme outputs will have a greater impact.

To achieve this HEE requires the production of a variety of accessible information. One type of accessible information we are required to produce is Easy Read, and we wish to procure a supplier to work with HEE to translate plain English documents into Easy Read format.

Work will be shared with the supplier on an ad hoc basis, giving as much notice as possible. There will be no set pattern to the work, and documents will vary in size and complexity.

II.1.5) Estimated total value

Value excluding VAT: £20,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE42 - Leeds

Main site or place of performance

Leeds

II.2.4) Description of the procurement

Health Education England (HEE) National Learning Disabilities and Autism Programme is co-producing all projects and programmes with people with learning disabilities and autistic people. Co-production will mean people that people with learning disabilities and autistic people are part of the decision-making process at every stage, and our project and programme outputs will have a greater impact.

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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: £20,000

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

Duration in months

24

This contract is subject to renewal

No

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

A variety of Easy Read information will be required for the work of the programme. This will include:

- Translation of a range of document including tender specifications, agendas, meeting papers and forms (this is not an exhaustive list).
- Use of a consistent format and tone.
- Easy read material to use photographs, symbols or illustrated images, as required.

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: No

IV.2) Administrative information

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

Date

19 October 2022

Local time

12:00pm

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: 30 December 2022

IV.2.7) Conditions for opening of tenders

Date

25 October 2022

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Documents can be obtained from the following portal.

<http://health.atamis.co.uk>

VI.4) Procedures for review

VI.4.1) Review body

Health Education England

Duncome Street,

Leeds

LS1 4PL

Country

United Kingdom

Internet address

<https://www.hee.nhs.uk>

VI.4.2) Body responsible for mediation procedures

Health Education England

Duncome Street,

Leeds

LS1 4PL

Country

United Kingdom

Internet address

<https://www.hee.nhs.uk>

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

Health Education England

Duncome Street,

Leeds

LS1 4PL

Country

United Kingdom

Internet address

<https://www.hee.nhs.uk>