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Tender

Framework Agreement for Legal Services - One Stop Shop

Liverpool John Moores University

F02: Contract notice

Notice identifier: 2023/S 000-030472

Procurement identifier (OCID): ocds-h6vhtk-040c58

Published 16 October 2023, 2:55pm

Section I: Contracting authority

I.1) Name and addresses

Liverpool John Moores University

Exchange Station

Liverpool

L2 2QP

Contact

In-tend Portal - LJMU

Email

PurchaseOrderQueries@ljmu.ac.uk

Country

United Kingdom

Region code

UKD72 - Liverpool

Charity Commission (England and Wales)

Liverpool John Moores University

Internet address(es)

Main address

www.LJMU.ac.uk

I.3) Communication

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

<https://in-tendhost.co.uk/ljmu.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/ljmu.aspx/Home>

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

I.4) Type of the contracting authority

Other type

Higher Education

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement for Legal Services - One Stop Shop

Reference number

LJMU 2320

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

The Liverpool John Moores University's Legal Services Team ("LST") is part of the Legal and Governance service division and consists of a small team of lawyers providing advice to the University on all its legal matters. Any matters that require external legal support are instructed out through the LST. The LST is headed by the Head of Legal and Deputy General Counsel, and consists of several commercial and employment solicitors, supported by the team's PA. The University Secretary and General Counsel oversees the Legal and Governance Services division. Our objectives are to:

- deliver high quality and timely legal solutions to colleagues across LJMU
- work closely with partners to ensure that LJMU's strategic aims are met and support colleagues to make better-informed decisions
- promote an awareness of the legal implications of activities and decisions, ensuring any risks are identified promptly and mitigated effectively
- pro-actively support our colleagues by providing innovative and creative legal solutions to practical issues
- ensure legal and regulatory compliance and promote good governance
- advise LJMU, its subsidiaries and associated companies

- provide advice to the Board of Governors, its Executive Officers, Directors and Faculty and Professional Services staff.

The University intends to appoint up to four external legal services providers to the Legal Services - One Stop Shop Framework agreement. The establishment of this Framework Agreement will support the University's legal team in the provisions of legal support

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

Main site or place of performance

Liverpool

II.2.4) Description of the procurement

The University requires support in the following practice areas:

1. Commercial law (this includes research contracts, collaboration and international collaboration agreements, non disclosure agreements, SaaS, PaaS, apprenticeship contracts, licence agreements, good, services and works contracts, IP, IT, franchise contracts, funding agreements, sub contractor agreements, general terms and conditions; marketing, procurement, competition and consumer law matters, cross-border/international matters)
2. Corporate law (advising on charity law, the University's wholly owned subsidiaries, spin-out companies and other commercial activities, corporate finance, corporate governance and constitutional matters)
3. Litigation (relating to all practice areas, including academic litigation and judicial review)

4. Property and Construction (drafting and negotiating sale, purchase and lease documentation, deeds of variation, filing requirements with Land Registry, reviewing title documents and advising on the same, including restrictive covenants, drafting and negotiating property licence agreements, advising on forfeiture of leases, planning law advice, construction and major projects)

5. Student matters (fitness to practise, disputes (including discrimination), complaints, appeals, student contract and related policies)

6. Employment law (advice on HR casework processes (discipline, grievance etc), TUPE, whistleblowing, discrimination, trade union/industrial relations, redundancy, policy and contract reviews, Employment Tribunal claims, pensions, immigration law, settlement agreements, international collaborations involving staff travel and work overseas)

7. Data protection matters (data subject access and Freedom of Information Act requests).

8. Regulatory compliance (including OfS regulatory framework compliance, health and safety, export controls, subsidy control)

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: £250,000

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

Duration in months

48

This contract is subject to renewal

No

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

Envisaged minimum number: 5

Maximum number: 8

Objective criteria for choosing the limited number of candidates:

Please see tender pack on In-tend

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Only the SQ should be completed at Stage One, all other documents within the tender pack are for information purposes

Please do not make direct contact with the Buyer, all queries must be placed via 'correspondence' on In-tend

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

Please register on In-tend and access the Tender Pack

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The Legal Profession

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

15 November 2023

Local time

12:00pm

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

27 November 2023

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

Duration in months: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

n/a

n/a

Country

United Kingdom