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Tender

Provision of Insolvency Services

Accountant in Bankruptcy

F02: Contract notice

Notice identifier: 2021/S 000-031767

Procurement identifier (OCID): ocds-h6vhtk-02c044

Published 20 December 2021, 1:15pm

Section I: Contracting authority

I.1) Name and addresses

Accountant in Bankruptcy

1 Pennyburn Road

Kilwinning

KA13 6SA

Email

amanda.dowse@aib.gov.uk

Telephone

+44 3002002600

Fax

+44 3002002601

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00233

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

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

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Insolvency Services

Reference number

AiB/2021/7

II.1.2) Main CPV code

- 79211000 - Accounting services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of Insolvency Services to Accountant in Bankruptcy

(Note: The 'Estimated total value' stated 11.1.5 is the total value for the initial 2 year period of the contract plus the options to extend to maximum of an additional 2 years (2+1+1).

II.1.5) Estimated total value

Value excluding VAT: £5,200,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 - North Eastern Scotland & Highlands & Islands and Parts of Eastern Scotland

Lot No

1

II.2.2) Additional CPV code(s)

- 79211000 - Accounting services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire
- UKM76 - Falkirk
- UKM61 - Caithness & Sutherland and Ross & Cromarty
- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute
- UKM64 - Na h-Eileanan Siar (Western Isles)
- UKM65 - Orkney Islands
- UKM71 - Angus and Dundee City
- UKM72 - Clackmannanshire and Fife
- UKM77 - Perth & Kinross and Stirling
- UKM66 - Shetland Islands

II.2.4) Description of the procurement

This contract will be a framework contract consisting of three geographic lots. The Authority intends to appoint two Contractors for each Lot.

Accountant in Bankruptcy (AiB) has a requirement for the provision of insolvency services for the administration of allocated sequestration cases where The Accountant is appointed trustee. The services will be required across the whole of Scotland. The requirement will be split into three geographic Lots. The Authority intends to appoint two Contractors for each Lot. The contract shall be for two years with two separate options to extend for a

further year.

Cases will be allocated automatically by the case management system (BASYS) to a specific provider in each of the regional Lots dependent on the ranking of the provider in each region.

Accountant in Bankruptcy is an Agency of the Scottish Government in terms of the Scotland Act 1998. The Chief Executive is also The Accountant in Bankruptcy (The Accountant), who is an independent statutory officer appointed under Section 199 of the Bankruptcy (Scotland) Act 2016.

AiB requires the services of providers to administer bankruptcy cases where The Accountant has been appointed Trustee. The providers will be expected to carry out the functions of the Trustee in accordance with the terms of the Bankruptcy (Scotland) Act 2016. They will be appointed to act on behalf of The Accountant. The Accountant will remain the Trustee throughout.

An Operating Manual guidance detailing the bankruptcy administration process will be provided.

AiB requires all sensitive data to be handled and stored in accordance with the provisions of the Data Protection Act 2018. AiB requires evidence of technical facilities in place to enable receipt and administration of all cases.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 45

II.2.6) Estimated value

Value excluding VAT: £2,107,940

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extension periods available at discretion of AiB.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) 2015.

II.2) Description

II.2.1) Title

Lot 3 Title - Parts of South Western Scotland and Parts of Eastern Scotland

Lot No

3

II.2.2) Additional CPV code(s)

- 79211000 - Accounting services

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian
- UKM91 - Scottish Borders
- UKM75 - Edinburgh, City of

- UKM78 - West Lothian
- UKM92 - Dumfries & Galloway
- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

II.2.4) Description of the procurement

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Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 45

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

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Variants will be accepted: No

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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

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Contracts (Scotland) 2015.

II.2) Description

II.2.1) Title

Lot 2 - Parts of South Western Scotland

Lot No

2

II.2.2) Additional CPV code(s)

- 79211000 - Accounting services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City
- UKM95 - South Lanarkshire
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire
- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
- UKM84 - North Lanarkshire
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

II.2.4) Description of the procurement

This contract will be a framework contract consisting of three geographic lots. The Authority intends to appoint two Contractors for each Lot.

Accountant in Bankruptcy (AiB) has a requirement for the provision of insolvency services for the administration of allocated sequestration cases where The Accountant is appointed trustee. The services will be required across the whole of Scotland. The requirement will be split into three geographic Lots. The Authority intends to appoint two Contractors for each Lot. The contract shall be for two years with two separate options to extend for a further year.

Cases will be allocated automatically by the case management system (BASYS) to a specific provider in each of the regional Lots dependent on the ranking of the provider in each region.

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2016. They will be appointed to act on behalf of The Accountant. The Accountant will remain the Trustee throughout.

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AiB requires all sensitive data to be handled and stored in accordance with the provisions of the Data Protection Act 2018. AiB requires evidence of technical facilities in place to enable receipt and administration of all cases.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 45

II.2.6) Estimated value

Value excluding VAT: £1,765,080

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extension periods available.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) 2015.

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

Not applicable

III.1.2) Economic and financial standing

List and brief description of selection criteria

Current Ratio requirement

Required Levels of Insurance

Minimum level(s) of standards possibly required

Q.4B.4, and 4B.4.1 – Tenderers must demonstrate a Current Ratio of 1.0 or above, based on their most recently published accounts. The Current Ratio shall be calculated as follows: net current assets divided by net current liabilities. The Tenderer must submit with their SPD response a copy of, or a link to, their most recently published annual accounts or equivalent to demonstrate they can evidence a Current Ratio of 1.0 or above. If the Tenderer does not meet this requirement then their bid may be set aside and take no further part in the competition, unless the Tenderer can provide further relevant information which The Purchaser considers appropriate to demonstrate that the Tenderer does not/would not represent an unmanageable risk should it be appointed to the framework. This information may include, but is not limited to, audited financial accounts for the last three financial years, or forms of assurance such as a Performance Bond and/or a Parent Company Guarantee if applicable.

Q.4B.5.1a/b, 4B.5.2 and 4B.5.3 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Question 4B.5.1 Employer's (Compulsory) Liability Insurance - minimum GBP 5,000,000

Question 4B.5.2 Public Liability Insurance – GBP 5,000,000

Question 4B.5.3 Professional Indemnity Insurance – GBP 5,000,000

III.1.3) Technical and professional ability

List and brief description of selection criteria

Technical and Professional Qualifications

Relevant Experience

Minimum level(s) of standards possibly required

Q4C3 and Q4C3.1 Tenderers will be required to confirm educational and professional qualifications held by staff- In order to manage the administration of the caseload there must be a minimum of one Joint Insolvency Examination Board qualified insolvency practitioner, plus one additional staff member with a Certificate of Proficiency and Personal Insolvency qualification allocated to the contract. There is a requirement in the ITT to provide a short CV for each team member detailing their specific qualifications and experience.

Q.4C.1.2 – The Tenderer is required to provide relevant examples to demonstrate that they have held contracts of a similar nature to those described in the Contract Notice and Invitation to Tender, including any examples of Public Sector Experience within the last 3 years. A minimum of 1 and maximum of 3 examples should be provided.

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

not applicable

III.2.2) Contract performance conditions

As set out in the specification and the operating manual

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

Open 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

Envisaged maximum number of participants to the framework agreement: 6

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: [2021/S 000-014545](#)

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

Date

28 January 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

Duration in months: 12 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 January 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2 to 4 years.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

SPD Selection Criteria

Should a Tenderer fail on any selection criteria at SPD stage then their bid may be set aside and may not be taken forward to be evaluated in the Technical Criteria Evaluation stage.

Part II Sections A - D - Information only

Part III Sections A-D - Pass/Fail

Part IV - Part IV – Selection Criteria

Q.4B.4, and 4B.4.1 – Pass/Fail

Q.4B.5.1a/b, 4B.5.2 and 4B.5.3 - Pass/Fail

Q.4C.1.2 – Pass/Fail

The response to Q4C.1.2 shall be evaluated as a whole as per the 'Evaluation Criteria for

Selection Stage' detailed below. Should the response to Q4C.1.2 result in a moderated mean average score below '2 – Acceptable' then the bid may be set aside and may take no further part in the competition.

Evaluation Criteria for Selection Stage is included within the Instructions for Tenderers document.

Q4C.4 Tenderers must provide details of the environmental management measures they will use when performing the contract. A scored question on Climate Emergency is included in the ITT.

Q4C.6 Tenderers must provide details of the proportion of the contract they intend to subcontract.

Part IV D - Information on quality assurance schemes and/or environmental standards – Information only

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=670862.

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

There is a technical question included within the ITT - Q.11 Community Benefits

The Purchaser as an Executive Agency of the Scottish Government supports the commitment of Scottish Ministers to contribute to the social, economic & environmental well-being of the people of Scotland. The SG has five objectives that underpin its core purpose of creating a more successful country, with opportunities for all of Scotland to flourish through increasing sustainable economic growth;

- Wealthier and Fairer: enabling businesses and people to increase their wealth and more people to share fairly in that wealth,
- Healthier: Helping people to sustain and improve their health, especially in disadvantaged communities, ensuring better, local and faster access to healthcare,
- Safer and Stronger: Helping local communities to flourish, becoming stronger, safer places to live, offering improved opportunities and a better quality of life,
- Smarter: Expanding opportunities for people in Scotland to success from nurture through to life-long learning, ensuring higher and more widely-shared achievements and
- Greener: Improving Scotland's natural and built environment and the sustainable use and enjoyment of it.

Tenderers should present a Community Benefit proposal detailing how, in the event that you should be successful in being appointed to the Framework, you will address the following Community Benefit themes:

- Targeted recruitment and training for “disadvantaged” persons unemployed for over 6 months;
- Work placement and employment opportunities for young people, including apprenticeships, and graduate schemes;

The proposed plan for community benefits will become part of the Framework Agreement.

(SC Ref:670862)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Kilmarnock

Country

United Kingdom