

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033544-2022>

Tender

## **Administration of Grant Application processes for Jobs and Skills for Londoners Grants**

Greater London Authority (GLA)

F02: Contract notice

Notice identifier: 2022/S 000-033544

Procurement identifier (OCID): ocds-h6vhtk-038887

Published 25 November 2022, 3:56pm

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

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

Greater London Authority (GLA)

City Hall, Kamal Chunchie Way

LONDON

E16 1ZE

#### **Contact**

Fotis Bountalis

#### **Email**

[FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk)

#### **Country**

United Kingdom

**Region code**

UKI - London

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.london.gov.uk/>

Buyer's address

<https://www.london.gov.uk/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

Additional information can be obtained from another address:

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=T>

London

**Contact**

Mx. Fotis Bountalis

**Email**

[FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk)

**Country**

United Kingdom

**Region code**

UKI - London

### **Internet address(es)**

Main address

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

Tenders or requests to participate must be submitted electronically via

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

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

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

Regional or local authority

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

General public services

---

## **Section II: Object**

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

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

Administration of Grant Application processes for Jobs and Skills for Londoners Grants

Reference number

GLA 82174

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

- 75100000 - Administration services

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

Services

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

The Greater London Authority (GLA) is seeking an experienced Suppliers to support the grant award process for the Jobs and Skills for Londoners AEB provision.

This procurement process is being conducted electronically on SAP Ariba portal.

The procurement documents are available with restricted access, free of charge, at <https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

Additional information can be obtained from the above-mentioned address

Tenders must be submitted electronically via <https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

with the request to participate to be submitted via email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) with the title "GLA 82174 - Request to Participate" (more details below).

#### **II.1.5) Estimated total value**

Value excluding VAT: £600,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The set up of the contract will be as follows:

- 02 Workstreams:
  - Jobs & Skills
  - & Capitals
- 4 to 9 suppliers per each work stream,
- tasks to be issued based on taxi ranking system

## **II.2) Description**

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

Jobs & Skills

Lot No

1

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

- 75100000 - Administration services
- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKI - London

## II.2.4) Description of the procurement

The Greater London Authority (GLA) is seeking suitably experienced Suppliers to support the grant competition, application and grant award processes associated with Skills and Employment Unit's programmes as part of a multi-supplier contract under two Workstreams

- Skills and Employment Support and
- Capital Funding.

The contract shall be established initially for two years, with an option to extend for a further two years.

Specifically, the Suppliers should administer the grant application selection process from receipt of grant applications to award of funding, assess, score and moderate grant applications, and prepare appropriate feedback for successful and unsuccessful grant applicants.

Each grant application selection or grant award assignment will require a call off with additional specific details as regards the work including the value of the programme, likely volume of extended grant applications, duration of the scoring.

Prior to starting a specific assignment, the supplier will receive training from GLA staff. The GLA will provide the Supplier appointed for each assignment via the call off arrangement with relevant data subject to a data-sharing agreement. The Skills & Employment team will also support the Supplier until the completion of the deliverables.

We anticipate that we will appoint between three to nine suppliers for each Workstream for the duration of the contract.

Suppliers will be awarded each requirement under a taxi rank approach (e.g., where the suppliers are awarded requirements on a rotation basis) for each Workstream.

Access to the procurement documents is restricted. Further information can be obtained by sending an email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) with the title "GLA 82114 - Request to Participate".

If you are not registered on the SAP Ariba Business Network, please register at the above mentioned address and then submit your expression of interest via email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk).

If you are already registered on the SAP Ariba Business Network, you can then express an interest by sending your Ariba Network ID (ANID) and the Proteus primary bid contact details (name, email address, phone number) to the following email address -

[FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) with the title "GLA 82114 - Request to Participate".

### **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: £150,000

### **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

This is a 2 years contract initially with an option to extend for 2 more years - on 1+1 basis

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Programme will have 2 more years as extension option

### **II.2.14) Additional information**

Estimated value of £300,000 includes the initial 2 years and the options to extend for 2 years (£150,000 per year)

## **II.2) Description**

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

Skills Capital Investment

Lot No

2

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

- 75100000 - Administration services
- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKI - London

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

The Greater London Authority (GLA) is seeking suitably experienced Suppliers to support the grant competition, application and grant award processes associated with Skills and Employment Unit's programmes as part of a multi-supplier contract under two Workstreams

- Skills and Employment Support and

- Capital Funding.

The contract shall be established initially for two years, with an option to extend for a further two years.

Specifically, the Suppliers should administer the grant application selection process from receipt of grant applications to award of funding, assess, score and moderate grant applications, and prepare appropriate feedback for successful and unsuccessful grant applicants.

Each grant application selection or grant award assignment will require a call off with additional specific details as regards the work including the value of the programme, likely volume of extended grant applications, duration of the scoring.



Prior to starting a specific assignment, the supplier will receive training from GLA staff. The GLA will provide the Supplier appointed for each assignment via the call off arrangement with relevant data subject to a data-sharing agreement. The Skills & Employment team will also support the Supplier until the completion of the deliverables.

We anticipate that we will appoint between three to nine suppliers for each Workstream for the duration of the contract.

Suppliers will be awarded each requirement under a taxi rank approach (e.g., where the suppliers are awarded requirements on a rotation basis) for each Workstream.

Access to the procurement documents is restricted. Further information can be obtained by sending an email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) with the title "GLA 82114 - Request to Participate".

If you are not registered on the SAP Ariba Business Network, please register at the above mentioned address and then submit your expression of interest via email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk).

If you are already registered on the SAP Ariba Business Network, you can then express an interest by sending your Ariba Network ID (ANID) and the Proteus primary bid contact details (name, email address, phone number) to the following email address - [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) with the title "GLA 82114 - Request to Participate".

## **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: £100,000

## **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

This is 2 years contract with 2 years extension option (on 1+1 basis)

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Contract is on 2 years as initial period plus 2 years (1+1 basis)

#### **II.2.14) Additional information**

Estimated value of £300,000 (in total with Work stream 1) includes the initial 2 years and the options to extend for 2 years (£150,000 per year)

## **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

The Suppliers for both Skills and Employment Workstream and Capital Workstream should have:

- an in-depth understanding of public sector procurement and grant award processes;
- the ability to quickly mobilise a team with understanding of the requirements of, and experience of administering, public sector grant award and/or procurement processes;
- the ability to quickly and reliably mobilise a team of experts in grant application assessment, specifically in relation to provision of Skills and Employment support to individuals and/or delivery of capital projects in the further education and training sectors, ideally with specific experience of grant application assessment/procurement relevant to one or more of the programmes managed by the GLA Skills and Employment Unit;
- the ability to mobilise sufficient experts (as above) to supply the minimum number of scorers per grant application required by the specific GLA procurement or grant award processes (at least two, but may be three);
- experience of working collaboratively and flexibly with the Contracting Authority and the ability to work alongside the GLA team, including key staff attending meetings in person at the GLA and working from the GLA's offices if required;
- the ability to work flexibly to meet the requirements of specific GLA procurement or grant award processes;
- experience of having produced clear and concise written feedback as part of procurement and/or grant award processes, to a high quality and compliant with relevant procurement legislation.

Additionally, Suppliers intending to be part of the Capital Workstream should also have an understanding of;

- construction projects: refurbishments and new builds with the ability to consider the

deliverability of cost and programme plans

- planning Permission processes, land sales/rationalisation and site ownership/tenure
- procurement routes for contractors (e.g., traditional, design and build etc).

Building Research Establishment Environment Assessment Method (BREEAM) and knowledge of carbon Zero

### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **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.1.8) 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

21 December 2022

Local time

2:00pm

**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

21 December 2022

Local time

3:00pm

Place

Via SAP Ariba

---

## **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

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

Interested bidders should register an account on eProcurement portal <https://service.ariba.com/Supplier.aw> and notify the commercial lead, Fotis Bountalis via email to [FotisBountalis@tfl.gov.uk](mailto:FotisBountalis@tfl.gov.uk) of their interest to be invited to the sourcing event.

The Authority will be using its eProcurement Portal SAP Ariba to manage communication with Suppliers who express interest in any potential contract opportunities that may arise as a result of this contract notice. The eProcurement Portal is an online application that allows Suppliers to create and submit their tender responses via the internet rather than in paper form.

All Suppliers interested in learning more about any potential contract opportunities described in this contract notice should submit their details (company name, lead contact name, lead contact email address and telephone number), in the first instance, to the eProcurement portal address listed in section I.1.

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

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

Greater London Authority

London

Country

United Kingdom