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Tender

2324-02-SRD-LJ Legal Services

Sheffield Hallam University

F02: Contract notice

Notice identifier: 2023/S 000-036679

Procurement identifier (OCID): ocds-h6vhtk-042557

Published 13 December 2023, 3:47pm

The closing date and time has been changed to:

26 January 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Sheffield Hallam University

City Campus, Howard Street

SHEFFIELD

S11WB

Contact

Procurement Team

Email

strategicprocurement@shu.ac.uk

Country

United Kingdom

Region code

UKE32 - Sheffield

UK Register of Learning Providers (UKPRN number)

10005790

Internet address(es)

Main address

<https://www.shu.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/sheffieldhallamuniversity>

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/sheffieldhallamuniversity>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

2324-02-SRD-LJ Legal Services

Reference number

2324-02-SRD-LJ

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

Sheffield Hallam University wishes to establish a number of contracts with appropriately experienced commercial legal advisors to provide high quality support to the University and its in-house legal team in all aspects of their work. The University's requirements are divided in to five Lots. Each Lot represents a contract with one advisor appointed per Lot.

The scope of the legal services required for each Lot is set out in the Legal Services Specification included within the procurement documents which are available from the link in the more information (section I.3) of this notice but which in summary is to cover legal services in the following areas:

Lot 1 - Corporate, Commercial and Regulatory (Non-contentious).

Lot 2 - Disputes and litigation; and Student matters (Non-contentious and contentious).

Lot 3 - HR and Employment law (Non-contentious and contentious).

Lot 4 - Real Estate, Property and Construction (Non-contentious and contentious).

Lot 5 - Full Service - This covers all the services / legal specialisms in Lots 1 to 4 combined. It is designed for projects which require advice across a number of legal specialisms. However, the University reserves the right to use the Full Service contract for any requirement for legal services which falls within the scope of Lot 5.

The estimated value in section II.1.5 is for all Lots combined over the maximum five year term. This is an estimate only as the University's overall spend will vary from year to year, as will the amount of annual spend under each Lot.

For any year, spend under each Lot could be between £0-£400,000 GBP but overall the estimated value across all Lots combined over the maximum five (5) year term (as set out in section II.1.5) is estimated as £2,000,000 GBP.

This procurement falls within the scope of the Light Touch Regime of the Public Contracts Regulations 2015.

II.1.5) Estimated total value

Value excluding VAT: £2,000,000

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:

Legal advisors may apply and bid for one or more of the Lots but may only win a maximum of two (2) Lots. Where a legal advisor wins two Lots, any resulting contract to be awarded for those Lots may be in the form of a single contract with the advisor which covers both Lots. This procurement falls within the scope of the Light Touch Regime of the Public Contracts Regulations 2015.

II.2) Description

II.2.1) Title

Lot 1 - Corporate, Commercial and Regulatory (Non-contentious)

Lot No

1

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79120000 - Patent and copyright consultancy services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield
- UKI - London

Main site or place of performance

Sheffield Hallam University campuses

II.2.4) Description of the procurement

Sheffield Hallam University wishes to establish a number of contracts with appropriately experienced commercial legal advisors to provide high quality support to the University and its in-house legal team in all aspects of their work. The University's requirements are divided in to five Lots. Each Lot represents a contract with one advisor appointed per Lot.

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For any of the Lots, the University may require advice on the applicable law in other jurisdictions. If legal advisors are unable to provide this advice themselves, they should have a network of international legal firm contacts who they have worked with and who

they can recommend to the University as potential sources of advice in such other jurisdictions.

Legal advisors must have a deep understanding of the higher education sector and the technical, legal and regulatory environment which the University operates within. Legal services provided must take account of and reflect that understanding and context.

Legal advisors may apply and bid for one or more of the Lots but may only win a maximum of two (2) Lots.

Where a legal advisor wins two Lots, any resulting contract to be awarded for those Lots may be in the form of a single contract with the advisor which covers both Lots.

This procurement falls within the scope of the Light Touch Regime of the Public Contracts Regulations 2015.

Each contract shall be for an initial period of three (3) years with an option to extend, at the University's discretion, by up to two (2) further periods of up to one (1) year each, giving a maximum contract term of five (5) years.

The estimated value in section II.2.6 applies to this Lot and is a maximum annual value.

The estimated value in section II.1.5 is for all Lots combined over the maximum five year term. This is an estimate only as the University's overall spend will vary from year to year, as will the amount of annual spend under each Lot.

For any year, spend under each Lot could be between £0-£400,000 GBP but overall the estimated value across all Lots combined over the maximum five (5) year term as set out in section II.1.5 is estimated as £2,000,000 GBP.

In order to respond please register on Sheffield Hallam University's In-Tend site <https://intendhost.co.uk/sheffieldhallamuniversity> and look for reference 2324-02-SRD-LJ

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: £400,000

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

Duration in months

60

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: Yes

Description of options

Contract(s) are for an initial term of 36 month(s) from the commencement date with an option to extend by two further periods of up to 12 month(s) each making a maximum contract term of 60 months.

II.2) Description

II.2.1) Title

Lot 2 - Disputes and litigation; and Student matters (non-contentious and contentious)

Lot No

2

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79120000 - Patent and copyright consultancy services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield
- UKI - London

Main site or place of performance

Sheffield Hallam University Campuses

II.2.4) Description of the procurement

Sheffield Hallam University wishes to establish a number of contracts with appropriately experienced commercial legal advisors to provide high quality support to the University and its in-house legal team in all aspects of their work. The University's requirements are divided in to five Lots. Each Lot represents a contract with one advisor appointed per Lot.

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Lot 2 - Disputes and litigation; and Student matters (non-contentious and contentious).

Lot 3 - HR and Employment law (Non-contentious and contentious).

Lot 4 - Real Estate, Property and Construction (Non-contentious and contentious).

Lot 5 - Full Service - This covers all the services / legal specialisms in Lots 1 to 4 combined. It is designed for projects which require advice across a number of legal specialisms. However, the University reserves the right to use the Full Service contract for any requirement for legal services which falls within the scope of Lot 5.

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II.2.5) Award criteria

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II.2.6) Estimated value

Value excluding VAT: £400,000

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

Duration in months

60

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: Yes

Description of options

Contract(s) are for an initial term of 36 month(s) from the commencement date with an option to extend by two further periods of up to 12 month(s) each making a maximum contract term of 60 months

II.2) Description

II.2.1) Title

Lot 3 - HR and Employment law (Non-contentious and contentious)

Lot No

3

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield
- UKI - London

Main site or place of performance

Sheffield Hallam University Campuses

II.2.4) Description of the procurement

Sheffield Hallam University wishes to establish a number of contracts with appropriately experienced commercial legal advisors to provide high quality support to the University and its in-house legal team in all aspects of their work. The University's requirements are divided in to five Lots. Each Lot represents a contract with one advisor appointed per Lot.

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II.2.5) Award criteria

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II.2.6) Estimated value

Value excluding VAT: £400,000

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

Duration in months

60

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: Yes

Description of options

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II.2) Description

II.2.1) Title

Lot 4 - Real Estate, Property and Construction (Non-contentious and contentious)

Lot No

4

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield
- UKI - London

Main site or place of performance

Sheffield Hallam University Campuses

II.2.4) Description of the procurement

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II.2.5) Award criteria

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II.2.6) Estimated value

Value excluding VAT: £400,000

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

Duration in months

60

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: Yes

Description of options

Contract(s) are for an initial term of 36 month(s) from the commencement date with an option to extend by two further periods of up to 12 month(s) each making a maximum contract term of 60 months

II.2) Description

II.2.1) Title

Lot 5 - Full Service

Lot No

5

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79120000 - Patent and copyright consultancy services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

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Main site or place of performance

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

Duration in months

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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: Yes

Description of options

Contract(s) are for an initial term of 36 month(s) from the commencement date with an option to extend by two further periods of up to 12 month(s) each making a maximum contract term of 60 months

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

Originally published as:

Date

19 January 2024

Local time

12:00pm

Changed to:

Date

26 January 2024

Local time

12:00pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

19 January 2024

Local time

12:01pm

Place

Sheffield

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

Sheffield Hallam University

Sheffield

S1 1WB

Country

United Kingdom