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Contract

ID 5751799 - TEO - Stenography Services for NI Public Inquiries

The Executive Office

F03: Contract award notice

Notice identifier: 2025/S 000-038169

Procurement identifier (OCID): ocds-h6vhtk-04e577

Published 8 July 2025, 11:29am

Section I: Contracting authority

I.1) Name and addresses

The Executive Office

SD03 Stormont Castle Stormont Estate

BELFAST

BT4 3TT

Contact

SSDAdmin.CPDfinance-ni.gov.uk

Email

SSDAdmin.CPD@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

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**

ID 5751799 - TEO - Stenography Services for NI Public Inquiries

Reference number

5751799

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

To assist the Chairs in implementing the Inquiries as required by their separate Terms of Reference, the Inquiries Act 2005 and Inquiry Rules 2006, bespoke Inquiry legislation, and the Protocols, and with a particular emphasis on fairness, cost-effectiveness and timeliness, the Northern Ireland Civil Service and the Northern Ireland Office wish to procure stenography and transcription services to support multiple concurrent inquiries. The Contractor must provide the following, Provision of accurate, real-time transcripts of oral hearings (including translated versions, if required); Provision of daily finalised transcripts for Inquiry records within two hours of the end of the oral hearing; and • Initially inquiry locations are expected to be (this will be determined by each inquiry): Bradford Court, 1 Bradford Court, Galwally, Belfast and Corn Exchange, 31 Gordon Street, Belfast. The Contractor will also be required to provide ad-hoc stenography and transcription services at external locations across the UK or in the Republic of Ireland.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £3,000,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79551000 - Typing services
- 79550000 - Typing, word-processing and desktop publishing services
- 79530000 - Translation services
- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

To assist the Chairs in implementing the Inquiries as required by their separate Terms of Reference, the Inquiries Act 2005 and Inquiry Rules 2006, bespoke Inquiry legislation, and the Protocols, and with a particular emphasis on fairness, cost-effectiveness and timeliness, the Northern Ireland Civil Service and the Northern Ireland Office wish to procure stenography and transcription services to support multiple concurrent inquiries. The Contractor must provide the following, Provision of accurate, real-time transcripts of oral hearings (including translated versions, if required); Provision of daily finalised transcripts for Inquiry records within two hours of the end of the oral hearing; and • Initially inquiry locations are expected to be (this will be determined by each inquiry): Bradford Court, 1 Bradford Court, Galwally, Belfast and Corn Exchange, 31 Gordon Street, Belfast. The Contractor will also be required to provide ad-hoc stenography and transcription services at external locations across the UK or in the Republic of Ireland.

II.2.5) Award criteria

Quality criterion - Name: AC1 Proposed Methodology / Weighting: 28.2

Quality criterion - Name: AC2 Contract Management / Weighting: 16.2

Quality criterion - Name: AC3 Data Protection / Weighting: 5.4

Quality criterion - Name: AC4 Social Value / Weighting: 10.2

Cost criterion - Name: AC5 Cost / Weighting: 40

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to two further periods of twelve months each

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

Option to extend for up to two further periods of twelve months

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: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-006391](#)

IV.2.9) Information about termination of call for competition in the form of a prior information notice

The contracting authority will not award any further contracts based on the above prior information notice

Section V. Award of contract

Contract No

1

Title

ID 5751799 - TEO - Stenography Services for NI Public Inquiries

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

1 July 2025

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 1

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

GWEN MALONE STENOGRAPHY COMPANY

The Law Library 145-151 Church Street

Dublin

D07 WDX8

Email

gmalone@gmss.ie

Country

Ireland

NUTS code

- IE - Ireland

Internet address

<https://etendersni.gov.uk/epps>

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £3,000,000

Total value of the contract/lot: £3,000,000

Section VI. Complementary information

VI.3) Additional information

The contract value figure represents the maximum contract value. However, as this is a call off contract that is demand driven there is no guarantee to the level of work. The estimated contract value is a range between £1m and £3m which will be determined by the usage off the contract depending on the number of enquiries at both locations. Suppliers not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Supplier fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and the performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and their place on the contract may be terminated. The issue of a Notice of

unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the Notice.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD complied with the Public Contracts Regulations 2015 and incorporated a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract was communicated to tenderers.. That notification provided full information on the award decision. This provided time for the unsuccessful tenderers to challenge the award decision before the contract was entered into.