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Tender

## **Provision of Legal Services to Capital City College**

Capital City College Group

F02: Contract notice

Notice identifier: 2024/S 000-039580

Procurement identifier (OCID): ocds-h6vhtk-04c591

Published 9 December 2024, 11:33am

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

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

Capital City College Group

211 Gray's Inn Road King's Cross

London

WC1X 8RA

#### **Contact**

Anna Manns

#### **Email**

[anna@agmprocurement.com](mailto:anna@agmprocurement.com)

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.capitalccg.ac.uk/>

Buyer's address

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

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Provision of Legal Services to Capital City College

Reference number

LEGAL\_1224

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

- 79100000 - Legal services

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

Services

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

The purpose of this tender process is to formalise an agreement for the provision of professional legal services, with a key emphasis on employment tribunal services. It is intended that the process will reduce overall contract expenditure; support contract efficiencies and delivery performance through the ability to foster value-added relationships over time.

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

Value excluding VAT: £1,800,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79100000 - Legal services

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

NUTS codes

- UKI - London

Main site or place of performance

Contract will be for the provision of Legal services across the Group

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

The purpose of this tender process is to formalise an agreement for the provision of professional legal services, with a key emphasis on employment tribunal services while ensuring compliance to the Public Contracts Regulations 2015 and College Financial Regulations. It is intended that the process will reduce overall contract expenditure; support contract efficiencies and delivery performance through the ability to foster value-added relationships over time. A broad range of legal services typical to Further Education will be needed. Please see the Guidance within the Tender Pack for further details.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

10 March 2025

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The proposed contract will operate for an initial two-year term commencing 10 March 2025 with four options to extend in one-year increments (or as agreed between the parties) up to a maximum term ending 09 March 2031 subject to satisfactory performance and an agreement of rates.

#### **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**

Full and unrestricted access to the Tender documents can be obtained via <https://www.in-tendhost.co.uk/educationportal/asp/HomePlease> see the timetable in the Guidance and register for the 1 hour group Teams event on 06.01.25 at 11.30 via In-Tend if interested.

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## **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

Organisations must be registered with the Solicitors Regulation Authority ("SRA"). to apply.

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Organisations are registered with the Solicitors Regulation Authority ("SRA").

#### **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

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

Date

22 January 2025

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**

Tender must be valid until: 22 April 2025

### **IV.2.7) Conditions for opening of tenders**

Date

22 January 2025

Local time

12:00pm

Place

Opening will be conducted in line with In-tend procedures and CCCG Financial Regulations

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Please see the Guidance document within the tender pack.

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

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

Capital City College Group

London

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

All tender's initiated before the introduction of the new Procurement Act 2023 on 24 February 2025 (including this legal services tender) are subject to the Light Touch Regime of the Public Contracts Regulations 2015 only. To ensure compliance and best practice this tender process has been designed in accordance with all Light Touch Regulations requirements and CCCG Financial Regulations using an open tender with interviews (if required). Alcatel will not be utilised. All queries related to the procurement should be raised in writing via In-tend or to [anna@agmprocurement.com](mailto:anna@agmprocurement.com)