

UK-Bristol: general management consultancy services

2009/S 80-115628

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Audit Commission, Westward House, Lime Kiln Close, Stoke Gifford, UK-Bristol BS34 8SR . Tel. +44 8447986757. E-mail: tenders@audit-commission.gov.uk. Fax +44 1179794100.

Internet address(es):

General address of the contracting authority: www.audit-commission.gov.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

UK-Bristol: policy & research framework.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 11.

NUTS code: UK.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Maximum number of participants to the framework agreement envisaged: 25.

Duration of the framework agreement: Duration in year(s): 4

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT:

Range: between 600 000 and 1 200 000 GBP.

II.1.5) Short description of the contract or purchase(s):

UNITED KINGDOM General management consultancy services. Research consultancy services. Social research services. Research consultancy services. Market and economic research; polling and statistics.

Economic research services. Research services. Management training services. Training services. Specialist training services. Research services. Research consultancy services. Research services.

II.1.6) **Common procurement vocabulary (CPV):**

79411000, 80500000, 80510000, 73210000, 79315000, 73210000, 79311400, 73110000, 80532000, 73110000, 73210000, 73110000, 79300000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for: one or more lots.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The Audit Commission carries out original research to assess the impact of the Audit Commission and to evaluate the impact of policies and actions carried out by the Audit Commission and local public bodies. On occasions, it will be necessary to augment the Audit Commission's own resources with external support. Such support will be used to scope work, to support the development and listing of the existing impact evaluation framework, to carry out field work and to produce reports and other outputs. This might include evaluating individual national studies and research projects or a wider programme. External support may be needed in evaluation techniques supporting our evaluation work and in providing expert advice.

II.2.2) **Options:**

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Starting: 31.10.2009.

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: UK-Bristol: policy & research framework

1) **SHORT DESCRIPTION:**

Lot A1 & A2 - Policy Research & Support Research consultancy services. Research services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

73210000, 73110000.

3) **QUANTITY OR SCOPE:**

Teams across the Audit Commission undertake analysis of the external policy environment. This might be undertaken as scoping work for one of the Commission's national studies, as research to inform the Commission's strategy or to as general horizon-scanning and briefing activity.

From time to time a need for support may be identified which requires capacity to collect, review and analyse existing literature and evidence (both published and unpublished) in relation to a specific area of policy development, or for a national study or research project. Activities might include: carrying out literature reviews; preparing a briefing paper drawing on desk-based research to analysis of existing data sets on aspects of local authority performance; collecting and appraising documents against agreed standards; and assisting with structured interviewing or data gathering on fieldwork sites.

The product from such work can either lead to an internal working paper or to a published document for external audiences.

Periods of engagement might vary from a few days to several months. Depending on need, the work might be undertaken independently or as part of one of the Commission's teams.

Lot A1 work will be allocated on a ranked provider basis and reflects the need for reactive ad hoc briefing activity. This work would typically be turned around within 2 weeks and be under 5 GBP in value.

Lot A2 work will be allocated on a mini-tender basis. This reflects the full scope of the lot.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

At this stage we are inviting Expressions of Interest (EOI's). Should you wish to express your interest, please email tenders@audit-commission.gov.uk, quoting reference CP0254. Please confirm which lot(s) you are interested in bidding for. Following receipt of EOI's, PQQ documentation will be issued by email on 28.5.2009.

LOT NO 2

TITLE: UK-Bristol: policy & research framework

1) **SHORT DESCRIPTION:**

Lot B - Quantitative Research & Analysis Research services. Research consultancy services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

73110000, 73210000.

3) **QUANTITY OR SCOPE:**

The Audit Commission conducts a wide range of quantitative research and analysis. This is sometimes supported by survey work and other quantitative data collection. Work includes the design, operation and analysis of surveys primarily internal to the Commission or with local public bodies and primarily web-based or possibly by telephone or postal self-completion. Typically, work in this lot will involve agreeing the scope of surveys, designing the questionnaire or data collection instrument in line with best practice, managing the operation of the survey/data collection, processing the data including data editing, producing a primary analysis of the data and providing a data file to the Commission.

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LOT NO 3

TITLE: UK-Bristol: policy & research framework

1) **SHORT DESCRIPTION:**

Lot C - Qualitative Research & Analysis Research consultancy services. Research services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

73210000, 73110000.

3) **QUANTITY OR SCOPE:**

The Audit Commission undertakes qualitative research for nearly all of its studies and research projects. Methods used typically include depth interviews, focus groups, documentary analysis, deliberative research and observational methods, although other techniques and approaches will be considered. Work in this lot will support the Commission's research projects and national studies using a variety of data collection and analysis methods. It will include some or all aspects of the design of qualitative research, including appropriate research

instruments, sampling and recruitment, moderation and interviewing and analysis of qualitative data, using CAQDAS or other approaches.

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LOT NO 4

TITLE: UK-Bristol: policy & research framework

1) **SHORT DESCRIPTION:**

Lot D - Financial & Economic Research, Analysis & Advice Research consultancy services. Research services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

73210000, 73110000.

3) **QUANTITY OR SCOPE:**

This lot covers specialist support in financial, economic and audit-related pieces of work. From time to time, the Audit Commission will need to supplement its in-house capacity with specialist external support and expertise in areas such as cost-benefit analysis. Work under this lot would encompass advice on financial or economic topics, primary and secondary analysis of financial/economic data sets, financial/economic modelling and reporting. It might also include research and workshops with local public bodies to investigate costs of organisational processes.

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LOT NO 5

TITLE: UK-Bristol: policy & research framework

1) **SHORT DESCRIPTION:**

Lot E - Impact & Evaluation.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

73110000.

3) **QUANTITY OR SCOPE:**

The Audit Commission carries out original research to assess the impact of the Audit Commission and to evaluate the impact of policies and actions carried out by the Audit Commission and local public bodies. On occasions, it will be necessary to augment the Audit Commission's own resources with external support. Such support will be used to scope work, to support the development and listing of the existing impact evaluation framework, to carry out field work and to produce reports and other outputs. This might include evaluating individual national studies and research projects or a wider programme. External support may be needed in evaluation techniques supporting our evaluation work and in providing expert advice.

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5) **ADDITIONAL INFORMATION ABOUT LOTS:**

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LOT NO 6

TITLE: UK-Bristol: policy & research framework

- 1) **SHORT DESCRIPTION:**
Lot F - Analytical Services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
73110000.
- 3) **QUANTITY OR SCOPE:**
The purpose of the lot is to provide analytical and statistical support. The work will cover the delivery of discrete pieces of analysis as well as providing advice and guidance. The data sets to be analysed will relate to local public services. Data sets will include national performance indicators, data from surveys, and socio-economic and demographic data. Data may range from small sets of summarised records to relational databases containing over a million records.
Examples of analyses may include statistical hypothesis testing, regression modelling, statistical process control, combinatorics, geo-spatial analyses and financial modelling. Outputs will include advice, descriptions of methodologies as well as data analyses presented in reports, spreadsheets, maps and databases.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
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LOT NO 7

TITLE: UK-Bristol: policy & research framework

- 1) **SHORT DESCRIPTION:**
Lot G - Editing Research Material for Internal Dissemination & Publication.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
73110000.
- 3) **QUANTITY OR SCOPE:**
Much of our research and studies output is written up in the form of a national study for external publication. It is critical for our reputation and impact that these are clear, concise, error-free and convey intelligently our key messages in accordance with the Audit Commission style.
Work will involve taking in-house reports and maximising their impact by ensuring they are clearly written in good plain English for a non-technical audience, conform to the Commission Style Guide and are free of grammatical, typographical and other errors. It might also involve advising on style and structure in the early stages of preparation of a document. Such work may need to be done quickly and/or at short notice.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
At this stage we are inviting Expressions of Interest (EOI's). Should you wish to express your interest, please email tenders@audit-commission.gov.uk, quoting reference CP0254. Please confirm which lot(s) you are interested in bidding for. Following receipt of EOI's, PQQ documentation will be issued by email on 28.5.2009.

LOT NO 8

TITLE: UK-Bristol: policy & research framework

- 1) **SHORT DESCRIPTION:**
Lot H - Speechwriting.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
73110000.
- 3) **QUANTITY OR SCOPE:**
The Audit Commission's Chairman and Chief Executive undertake extensive external speaking engagements. From time to time, the Audit Commission requires access to specialist speech-writing capacity to: review and refine draft speaking material; develop draft speaking material from scoping stage; and assist with background research and briefing for speeches.
The turnaround time for this work is typically tight: in the region of 1 to 2 weeks. Contractors will need to have experience of developing speech material for delivery by leading figures, speaking to national audiences, and an understanding of the issues faced by the Audit Commission and local audited and inspected bodies.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
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LOT NO 9

TITLE: UK-Bristol: policy & research framework

- 1) **SHORT DESCRIPTION:**
Lot I - Training Services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
73110000.
- 3) **QUANTITY OR SCOPE:**
The Audit Commission will want to commission training for staff in the topics mentioned in this Framework from time to time, as part of its structured approach to staff development. Training might include consultancy and advice. This may be provided by specialist training companies, or by contractors for services in any individual lots that also can undertake this additional function.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
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SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

- III.1) **CONDITIONS RELATING TO THE CONTRACT**
- III.1.1) **Deposits and guarantees required:**
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of *res judicata* in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;

(h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;

(i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;

(j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

(k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: Financial analysis will be conducted as part of the PQQ process. Suppliers will be required to complete a financial evaluation form.

Minimum level(s) of standards possibly required: Financial evaluation will determine whether organisations are financially strong, medium or weak. Only medium and strong organisations will be considered for tender.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: (a) a list of the works carried out over the past 5 years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct;

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;

- (d) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;
- (e) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;
- (f) the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;
- (g) for public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;
- (h) a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;
- (j) an indication of the proportion of the contract which the services provider intends possibly to subcontract;

III.2.4) **Reserved contracts:**
No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**
No.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**
Restricted.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**
Envisaged minimum number: 15. Maximum number: 25.

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**
No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**
CP0254.

IV.3.2) **Previous publication(s) concerning the same contract:**

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
Payable documents: no.

- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
26.5.2009 - 12:00.
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
1.7.2009.
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**
English.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**
- IV.3.8) **Conditions for opening tenders:**
Date: 12.8.2009 - 17:00.

SECTION VI: COMPLEMENTARY INFORMATION

- VI.1) **THIS IS A RECURRENT PROCUREMENT:**
No.
- VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**
No.
- VI.3) **ADDITIONAL INFORMATION:**
At this stage we are inviting Expressions of Interest (EOI's). Should you wish to express your interest, please email tenders@audit-commission.gov.uk, quoting reference CP0254. Please confirm which lot(s) you are interested in bidding for. Following receipt of EOI's, PQQ documentation will be issued by email on 28.5.2009. GO reference: GO 09042404/01.
- VI.4) **PROCEDURES FOR APPEAL**
- VI.4.1) **Body responsible for appeal procedures:**
The Audit Commission, 1st Floor, Millbank Tower, Millbank, SW1P 4HQ London. E-mail: r-hamilton@audit-commission.gov.uk.
- VI.4.2) **Lodging of appeals:**
- VI.4.3) **Service from which information about the lodging of appeals may be obtained:**
The Audit Commission, 1st Floor, Millbank Tower, Millbank, SW1P 4HQ London. E-mail: r-hamilton@audit-commission.gov.uk.
- VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
24.4.2009.