

UK-Carlisle: training services

2009/S 54-078334

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

University of Cumbria, Paternoster Row, Contact: <https://in-tendhost.co.uk/universityofcumbria/>, Attn: Claire Gray, UK-Carlisle CA3 8TB . Tel. +44 1228888761. E-mail: claire.gray@cumbria.ac.uk.

Internet address(es):

General address of the contracting authority: <http://www.cumbria.ac.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:

Other.

Education.

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:

Consultant services in HR, staff & organisational development activity.

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

Services.

Service category: No 11.

Main place of performance: University of Cumbria all sites, Lancaster and Cumbria.

NUTS code: UKD.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

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: 582 000 GBP.

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

The University is seeking to develop a database of experienced consultants and trainers from which it can draw upon to help support the implementation and delivery of the HR Strategy.

The types of services the University would require that database to provide expertise in are as follows:

— Delivery of courses and interventions contained within the University Staff Development Programme, including the emerging Leadership and Management Development Programme.

Support with more targeted Leadership and Management interventions such as the development of bespoke programmes for Faculty and Service Management Teams, which may include the use of diagnostic tools such as 360 degree feedback, MBTI etc.

— Provision of executive coaching and mentor training,

— Design and implementation organisational development tools and interventions that support the University and/or its component parts (i.e. Faculties/Services etc) in achieving its aims and objectives,

— Support with facilitation, mediation and conflict resolution,

— Support with staff well being, implementation of occupational health recommendations etc,

— Consultancy in change management, workforce planning, skills profiling and talent management,

— Support with HR casework, investigations, implementation and utilisation of formal HR policies and procedures,

— Development of training manuals, procedural guidelines etc,

— Consultancy in assessing the impact and evaluating staff and organisational development interventions, particularly in regards to return on investment.

However, it should be noted that it is not an expectation that any one consultant or team of consultants can deliver all of the above services. It is the University's aspiration to be able to achieve all of the above through ensuring the database contains a range of consultants with varied skills and expertise that can be matched and deployed as required.

II.1.6) **Common procurement vocabulary (CPV):**
80500000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
No.

II.1.8) **Division into lots:**
Yes.
Tenders should be submitted for: one or more lots.

II.1.9) **Variants will be accepted:**
No.

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

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

II.2.2) **Options:**
No.

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

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Delivery of staff development interventions, which includes training, leadership and management support/development.

- 1) **SHORT DESCRIPTION:**
Delivery of staff development interventions, which includes training, leadership and management support/development.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**

80520000.

- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: Staff and Organisational Development Consultancy

- 1) **SHORT DESCRIPTION:**
Provision of consultancy services for staff development and organisational development purposes.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
79414000.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 3

TITLE: Support of HR casework, investigations, implementation and utilisation of formal HR policies and procedures

- 1) **SHORT DESCRIPTION:**
Use of consultants in the support of HR casework, investigations, implementation and utilisation of formal HR policies and procedures and the development of managers guidance, procedural guidelines etc.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
79414000.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 4

TITLE: Staff Well Being Consultancy and Support

- 1) **SHORT DESCRIPTION:**
Provision of consultancy services for support with staff well-being interventions, occupational health issues, mediation and facilitation.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
79414000.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 5

TITLE: Provision of consultancy services for Executive Coaching, mentor training etc

- 1) **SHORT DESCRIPTION:**
Provision of consultancy services for Executive Coaching, mentor training etc.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**

79414000.

- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required:

Please refer to PQQ document.

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:

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: Information and formalities necessary for evaluating if requirements are met:

This information is requested in the Pre-Qualification Questionnaire(PQQ) and applicants will need to satisfy UoC that they possess the technical ability, financial standing, Health & Safety policy and procedures, Environmental and Quality systems and ability to deliver the services which meet the requirements of the contracts.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: Information and formalities necessary for evaluating if requirements are met:

This information is requested in the Pre-Qualification Questionnaire(PQQ) and applicants will need to satisfy UoC that they possess the technical ability, financial standing, Health & Safety policy and procedures, Environmental and Quality systems and ability to deliver the services which meet the requirements of the contracts.

All applicants will be expected to complete a PQQ which must be returned by 21.4.2009. Responses to the PQQ form an essential part of the request to participate therefore, applicants who fail to complete the PQQ as the basis for the expression of interest risk rejection of their application through non compliance with UoC requirements.

Applicants must obtain a copy of the PQQ as soon as possible via the University of Cumbria In-Tend electronic tendering system, accessible through the following link:

<https://in-tendhost.co.uk/universityofcumbria/>

Minimum level(s) of standards possibly required: This information is requested in the Pre-Qualification Questionnaire(PQQ) and applicants will need to satisfy UoC that they possess the technical ability, financial standing, Health & Safety policy and procedures, Environmental and Quality systems and ability to deliver the services which meet the requirements of the contracts.

All applicants will be expected to complete a PQQ which must be returned by 21st April 2009. Responses to the PQQ form an essential part of the request to participate therefore, applicants who fail to complete the PQQ as the basis for the expression of interest risk rejection of their application through non compliance with UoC requirements.

Applicants must obtain a copy of the PQQ as soon as possible via the University of Cumbria In-Tend electronic tendering system, accessible through the following link:

<https://in-tendhost.co.uk/universityofcumbria/>.

III.2.3) **Technical capacity:**

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:**

Yes.

Please see PQQ.

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

No.

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:**

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:**

08-015 S/HR.

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

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Time limit for receipt of requests for documents or for accessing documents: 21.4.2009 - 12:00.

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

28.4.2009 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

11.5.2009.

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: 28.4.2009.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

Yes.

Estimated timing for further notices to be published: 4 years.

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:

No.

VI.3) ADDITIONAL INFORMATION:

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures:

VI.4.2) Lodging of appeals:

VI.4.3) Service from which information about the lodging of appeals may be obtained:

VI.5) DATE OF DISPATCH OF THIS NOTICE:

18.3.2009.