

UK-London: administration services

2010/S 45-066781

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Cabinet Office, 22 Whitehall, Contact: Finance and Estates, Attn: Hari Rentala, London SW1A 2WH , UNITED KINGDOM. Tel. +44 2072765063. E-mail: hari.rentala@cabinet-office.x.gsi.gov.uk. Fax +44 2072766101.

Internet address(es):

General address of the contracting authority: <http://www.cabinetoffice.gov.uk>.

Address of the buyer profile: <http://www.cabinetoffice.gov.uk/purchasing.aspx>.

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: Cabinet Office, 22 Whitehall, Contact: Finance & Estates, Attn: Hari Rentala, London SW1A 2WH , UNITED KINGDOM. Tel. +44 2072765063. E-mail: ots.grant.admin.tender@cabinet-office.x.gsi.gov.uk.

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

Ministry or any other national or federal authority, including their regional or local sub-divisions.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Third sector grant fund administration.

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

Services.

Service category: No 27.

Main place of performance: England.

NUTS code: UKI11.

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: 6.

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

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

As part of the Cabinet Office, the Office of the Third Sector (OTS) leads work across government to support the environment for a thriving third sector, enabling the sector to campaign for change, deliver public services, promote social enterprise and strengthen communities.

The OTS, along with:

- The Department for Children, Schools and Families,
- The Department for Culture, Media and Sport ,
- The Home Office,
- Her Majesty's Revenue and Customs,
- Communities and Local Government, and
- The Department of Health (and their relevant successors), are tendering for 'arms length' organisations able to assess and distribute central Government grant monies.

The purpose of this specification is to seek Service Providers able to support the OTS and the Government Departments listed above in the investment of programmes to support the sector's development and promotion. The OTS is seeking Service Providers to manage the process of making and managing grants to third sector organisations.

Third Sector organisations can be defined as sharing common characteristics. They are:

- non-governmental,
- value-driven,
- principally reinvest any financial surpluses to further social, environmental or cultural objectives.

The term third sector therefore encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals.

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

75100000, 66170000.

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

Yes.

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

No.

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

No.

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

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

The Named Authorities would expect Service Providers operating under the framework agreement to manage the whole process of making grants to third sector organisations, from funds provided by the relevant Commissioning Authority, which should include all aspects of the process (as directed at the time of commissioning).

The Named Authorities are therefore looking for the Service Provider to offer the following services:

- Advertising the grants,
- Promoting the grants (including arranging events as applicable),
- Developing application forms, ensuring that the grant funds are accessible to all relevant organisations through appropriate design of forms and processes for application,
- Process pre-application queries, requests for application forms,
- Receive, acknowledge and register completed application forms,
- Process applications; decide eligibility using agreed criteria by the Commissioning Authority,
- Undertake the timely sift of applications,

- Shortlist applications,
- Send the Commissioning Authority a shortlist with recommendations (including reasons for recommendations),
- On receipt of the Commissioning Authority's acceptance of grant award – to draft and send out initial grant offer letters to the successful organisations,
- Draft and send out rejection letters to the unsuccessful organisations,
- Deal with any appeals,
- Handle pre-grant enquiries; to include references; bank details, etc.,
- Agree work plans and budgets with funded organisations,
- Issue formal grant offers and conditions of grant,
- Prepare financial profiles and monitoring information, including summary information on the grant recipients and their planned activities sufficient to meet audit requirements,
- Payment of grant funds to funded organisations in a timely manner,
- Monitoring grant compliance through the year, in keeping with the Office of the Third Sector's Principles of Proportionate Monitoring and Reporting:
<http://www.cabinetoffice.gov.uk/media/216752/principles.pdf>
- Evaluation of the grant, possibly through external commissioning of an evaluation exercise which may include a "review" of the impact of the funded activity on the sector or on the issues it was designed to address,
- Provide pre-application and post grant offer support,
- Other grant administration tasks as directed at the time of commissioning,
- Provide management information as directed by the Commissioning Authority.

Any need for the services covered by this framework agreement will be determined by government policy. It is therefore impossible to estimate the value of this contract reliably. However, for historical information purposes ONLY, contracts awarded under the last OTS framework agreement for similar services handled grant disbursements of a total value exceeding 150 000 000 GBP. This figure is not to be taken, under any circumstances, as an indicator of the likely value of any new grant programmes which may or may not be handled under this framework agreement.

II.2.2) **Options:**

No.

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

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

Performance and/or parent company guarantees and/or insurances may be required. Further information will be provided to those issued with an Invitation to tender.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

Conditions and other requirements may be made. Full details will be provided to those issued with the invitation to tender.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Where consortia or other grouping of applicants submit a proposal, the Contracting Authority will require that each member takes joint and several liability irrespective of the legal form adopted. Such consortia or grouping must nominate a lead member to deal with the Cabinet Office on all matters relating to this procurement exercise.

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

Yes.

The relevant Commissioning Authorities reserve the right to include, as special conditions of contract, that the Service Provider takes all reasonable steps to do any of the following:

- employ a certain number or proportion of apprentices or apprentice-hours in the execution of any commissions,
- provide further skills training opportunities for employees delivering the contract.

In the event of inclusion of such special conditions of contract, the Service Provider will supply the relevant Commissioning Authority with a periodic report detailing the relevant management information, as agreed for each specific commission.

Any special conditions of contract will be clearly stated in the request to participate notice.

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: Applicants will be required to complete a pre-qualification questionnaire (PQQ) document, details for completion of which shall be provided in the accompanying pre-qualification documentation pack available upon application in writing (i.e. expressing an interest) to the contact email address listed in section I.1. The Contracting Authority will evaluate all responses to the PQQ document including as to the eligibility of applicants in line with Regulations 23, 24, 25 and 26 in Part 4 of the Public Contracts Regulation 2006 (the Regulations). The criteria, scoring and weighting for each question within the PQQ document will be laid out in the PQQ document. The deadlines in relation to these key milestones can be found in VI.3.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: See III.2.1 above. Details of what information is to be provided by applicants is set out in the PQQ document.

Minimum level(s) of standards possibly required: See III.2.1 above. Details of minimum standards is set out in the PQQ document.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

See III.2.1 above. Details of what information is to be provided by applicants is set out in the PQQ document.

Minimum level(s) of standards possibly required:

See III.2.1 above. Details of minimum standards is set out in the PQQ document.

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:

Yes.

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: 8. Maximum number: 10

Objective criteria for choosing the limited number of candidates: See III.2.1 above and to be stated in the pre-qualification questionnaire.

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:**

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

No.

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:**

6.4.2010 - 12:00.

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

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:**

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:**

All dates and times are provisional only. The Contracting Authority is not liable for any costs incurred by those applicants tendering for the framework agreement. The Contracting Authority reserves the right not to award a framework agreement (or to award framework agreement for part or parts of the services only).

In relation to part IV.1.2 above the envisaged number of applicants to be invited to tender are at this stage an estimate only.

In relation to the award criteria the Contracting Authority shall implement a two-stage tender evaluation process. The first stage of the tender evaluation will be a paper evaluation. All candidates will then be invited to an interview, which will form the second stage of the tender evaluation process. The scoring criteria for both paper and interview evaluation will be issued as part of the invitation to tender package.

Key Deadlines:

Expressions of interest to email address named in section I.1- Noon on 26.3.2010.

Electronic return of completed PQQs to email address named in Annex A.III - Noon on 6.4.2010.

Electronic submission of tenders to email address named in Annex A.III - Noon on 19.5.2010.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Any appeals under this process should be addressed to the Cabinet Office contact in I.1..

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: An applicant who has any concerns about the process should raise them as soon as possible in the first instance to the Cabinet Office contact in I.1.

The Cabinet Office will inform all tenderers and candidates of its award decision via an award decision notice, which will be issued by the fastest means available. This notice will include:

Overall award criteria;

Characteristics and relative advantages of the successful tender;

The identity and score of the successful bid;

The applicant's own score (if unsuccessful);

Any areas where the applicant did not meet the technical specification; and

The precise deadline for the end of the standstill period.

In any case, applicants will have 10 calendar days from electronic dispatch of this notice to raise any appeals.

Applicants have various rights to information under Regulation of the Public Contracts Regulations 2006 SI 2006/05 and under the Freedom of Information Act 2000.

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

Any appeals under this process should be addressed to the Cabinet Office contact in I.1..

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

3.3.2010.