

UK-Edinburgh: business and management consultancy and related services

2008/S 251-336610

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

The Scottish Ministers acting through Procurement Scotland, 3F-North, Victoria Quay, Leith, Contact: Procurement Scotland, Attn: Graeme Cook, UK-Edinburgh EH6 6QQ . Tel. 013 12 44 72 17. E-mail: procurementprofessionalservices@scotland.gsi.gov.uk. Fax 013 12 44 04 49.

Internet address(es):

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

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10602.

Further information can be obtained at: The Scottish Ministers acting through Procurement Scotland, 3F-North, Victoria Quay, Leith, Contact: Procurement Scotland, Attn: Graeme Cook, UK-Edinburgh EH6 6QQ . Tel. 013 12 44 72 17. E-mail: procurementprofessionalservices@scotland.gsi.gov.uk. Fax 013 12 44 04 49. URL: <http://www.procurement.scotland.gov.uk>.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: The Scottish Ministers acting through Procurement Scotland, 3F-North, Victoria Quay, Leith, Contact: Procurement Scotland, Attn: Graeme Cook, UK-Edinburgh EH6 6QQ . Tel. 013 12 44 72 17. E-mail: procurementprofessionalservices@scotland.gsi.gov.uk. Fax 013 12 44 04 49. URL: <http://www.procurement.scotland.gov.uk>.

Tenders or requests to participate must be sent to: The Scottish Ministers acting through Procurement Scotland, 3F-North, Victoria Quay, Leith, Contact: Procurement Scotland, Attn: Graeme Cook, UK-Edinburgh EH6 6QQ . Tel. 013 12 44 72 17. E-mail: procurementprofessionalservices@scotland.gsi.gov.uk. Fax 013 12 44 04 49. URL: <http://www.procurement.scotland.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:

Business Strategy Consultancy.

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: Multiple locations across the public sector in Scotland.

NUTS code: UKM.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) **Information on framework agreement:**

Framework agreement with several operators.

Number of participants to the framework agreement envisaged: 28.

Duration of the framework agreement: Duration in year(s): 3

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

Estimated value excluding VAT:

Range: between 18 000 000 and 32 000 000 GBP.

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

The Scottish Government seek to establish framework agreements(s) for the supply of Business Strategy Consultancy Services on a National and Cross-Sector basis. For this purpose, Business Strategy Consultancy includes but is not limited to the support of areas such as the identification and development of new services/ programmes/initiatives, development of short, medium and long term planning, review and development of organisational strategy, re-organisation of corporate structure, rationalisation of services and products, and general business appraisal of the organisation.

The framework agreement(s) is being let in accordance with the Review of Public Procurement in Scotland which recommended that, where appropriate, framework agreements are made available to the wider public sector. The framework agreements will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, Scottish fire and rescue authorities, Scottish joint fire and rescue boards, Scottish police authorities, Scottish joint police boards, Scottish National Park authorities, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing.

Information about Agencies of the Scottish Ministers and offices in the

Scottish Administration which are not ministerial offices is available at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/government-scotland>. Scottish Non-Departmental Public Bodies are listed at www.scotland.gov.uk/Topics/Government/public-bodies/directory. Information about the Review of Public Procurement in Scotland, Procurement Scotland and links to the other Centres of Expertise.

Are available at <http://www.procurement.scotland.gov.uk>.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=63250.

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

79400000, 79410000, 79411000.

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

Yes.

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:**

This notice covers an estimated expenditure of between 18 000 000 and 32 000 000 GBP over four years. Total expenditure covered by the planned contracts is anticipated to increase over the first three years of the contract, starting from approximately 2 500 000 GBP in the first year, 5 000 000, in the second year and 10 000 000 in the third and fourth years. The contract will be divided principally into three lots; Low Risk Projects (estimated 45 % of spend), Medium Risk Projects (estimated 30 % of spend) and High Risk Projects (estimated 25 % of spend).

II.2.2) **Options:**

Yes.

Description of these options: There will be an option to extend the initial 3 year contract by one year.

Number of possible renewals: 1.

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

Duration in months: 36 (from the award of the contract).

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Business Strategy Consultancy Low Risk Projects

1) **SHORT DESCRIPTION:**

Lots are based on risk associated with projects. Information on the risk assessment for the risk-based lots and further background information on the process can be accessed at both lines of the following link: <https://www.esourcingscotland.com/publicNotice/LandingPage.jsp?companyname=default&requestid=r1101683wgZtx2>.

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

79400000, 79410000, 79411000.

3) **QUANTITY OR SCOPE:**

The estimated value of this lot is 45 % of the total spend as per II.2.1 above.

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

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: Business Strategy Consultancy Medium Risk Projects

1) **SHORT DESCRIPTION:**

Lots are based on risk associated with projects. Information on the risk assessment for the risk-based lots and further background information on the process can be accessed at both lines of the following link: <https://www.esourcingscotland.com/publicNotice/LandingPage.jsp?companyname=default&requestid=r1101683wgZtx2>.

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

79400000, 79410000, 79411000.

3) **QUANTITY OR SCOPE:**

The estimated value of this lot is 30 % of the total spend as per II.2.1 above.

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

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 3

TITLE: Business Strategy Consultancy High Risk Projects

1) **SHORT DESCRIPTION:**

Lots are based on risk associated with projects. Information on the risk assessment for the risk-based lots and further background information on the process can be accessed at both lines of the following link: <https://www.esourcingscotland.com/publicNotice/LandingPage.jsp?companyname=default&requestid=r1101683wgZtx2>.

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

79400000, 79410000, 79411000.

3) **QUANTITY OR SCOPE:**

The estimated value of this lot is 25 % of the total spend as per II.2.1 above.

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:**

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:**

Where a consortium or other grouping of suppliers submits a bid, such consortia or grouping must nominate a lead member to deal with Procurement Scotland on all matters relating to this procurement exercise.

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:**

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

Information and formalities necessary for evaluating if requirements are met: All candidates will be required to demonstrate financial stability.

III.2.3) **Technical capacity:**

III.2.4) **Reserved contracts:**

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

III.3.1) **Execution of the service is reserved to a particular profession:**

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 number of operators 35
Objective criteria for choosing the limited number of candidates: In order to proceed on to the Invitation to Tender stage of this process, suppliers must score 64 % or more (in total) for parts E and F of the Pre-Qualification Questionnaire. 35 operators refers to the total operators to be invited to through to the ITT stage (sum total for all lots).

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:

Yes.

Procurement Scotland does not intend to run an e-Auction during the evaluation of potential participants to the framework agreements. However buying organisations may utilise e-Auctions when awarding specific contracts under the framework agreements.

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority:
PS-08-008.

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

Prior information notice

Notice number in OJ: [2008/S 173-231289](#) of 5.9.2008.

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: 9.2.2009.

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

16.2.2009 - 12:00.

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

1.4.2009.

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:

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

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

VI.3) ADDITIONAL INFORMATION:

Award criteria will be specified in the Invitation to Tender, however, bidders should note that service will be the most important of the criteria.

We envisage that there will be a total of 28 operators on the framework (subject to capacity). 28 operators refers to the total operators for the framework (sum total for all lots).

Procurement Scotland held a Business Management Consultancy Supplier Event on 15th October 2008. All information from this event is available at: <http://www.scotland.gov.uk/Topics/Government/Procurement/npcoe/national-contracts/ProfessionalServices>.

A pre-qualification questionnaire (PQQ) will be used to assess the capability of those operators who register an interest in tendering for this requirement. The PQQ must be completed and returned by Monday 16th February at 12.00 hours.

This advert is available to view on www.publiccontractsscotland.gov.uk or <http://ted.europa.eu/>. To register your interest and download the PQQ please access BOTH lines of the following link: <https://www.esourcingscotland.com/publicNotice/LandingPage.jsp?companyname=default&requestid=r1101683wgZtx2>.

To access the PQQ you should paste the above URL (the esourcingscotland one) into your address bar on your web browser and navigate to the site. Once you have registered your details, you will be asked for a request ID. This is r1101683wgZtx2.

Returned PQQs should also be submitted through e-Sourcing Scotland. If you are unable to meet this requirement for any reason, please contact the contracting authority as soon as possible (and in any case at least 7 days prior to the PQQ deadline).

The Pre-Qualification Questionnaire, information on risk assessment for the risk-based lots and further background information on the process can be accessed at BOTH lines of the following link: <https://www.esourcingscotland.com/publicNotice/LandingPage.jsp?companyname=default&requestid=r1101683wgZtx2>.

In addition to the contracting authorities listed at II.1.5 above, the framework agreement(s) will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Minimum time frame during which the tenderer must maintain the tender is 6 months.

Additional points of contact:

Laura Hunter, 2nd Floor, Meridian Court, 5 Cadogan Street, Glasgow G2 6AT. Telephone 0141 242 5914, e-mail: procurementprofessionalservices@scotland.gsi.gov.uk.

Suzanne Reid, 2nd Floor, Meridian Court, 5 Cadogan Street, Glasgow G2 6AT. Telephone 0141 242 5912, e-mail: procurementprofessionalservices@scotland.gsi.gov.uk.

The Purchasing Authority is acting on behalf of the following organisations:

See II.1.5.

(SC Ref:63250).

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures:

VI.4.2) Lodging of appeals:

Precise information on deadline(s) for lodging appeals: The Scottish Ministers will incorporate a minimum of 10 calendar days standstill period at the point when information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to requested additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from Graeme Cook, contact details as per part I.1 of the contract notice. If an appeal regarding the award of the contract has not been

successfully resolved The Public Contracts (Scotland) Regulations 2006 (SSI 2006 No.1) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session. Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages.

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

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

23.12.2008.