

# **GB-London: Supporting services for the government.**

## **Title**

- GB-London: Supporting services for the government.

## **Section I**

- I.1) Name, Addresses and Contact Point(s) Department for Transport (DfT)  
Major Projects and London, Commercial and Technical Services, 4/21 Great  
Minster House, 33 Horseferry Road  
London  
SW1P 4DR  
United Kingdom  
Tel (+44)20 7944 2847  
Fax: (+44)20 7944 2177  
Email: nonrailprojects@dft.gsi.gov.uk  
www.dft.gov.uk  
www.dft.gov.uk  
Major Projects and London Mr Andrew Rowland
- Further information can be obtained at:
  - Annex A.I
- 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 contracting authority and main activity or activities
  - Other: Transport
  - Other : Government Department
- The contracting authority is purchasing on behalf of other contracting authorities: Yes

## **Section II: Object of the Contract: SERVICES**

- II.1) Description
  - II.1.1) Title attributed to the contract by the contracting authority:  
Department for Transport - HR, finance, payroll and procurement  
Government Shared Services (Swansea)
  - II.1.2) Type of contract and location of works, place of delivery or of performance: SERVICES
    - Service Category 27

- Region Codes:
    - UK - UNITED KINGDOM
- II.1.3) The notice involves: The establishment of a framework agreement
- II.1.4) Information on framework agreement (*if applicable*)
  - Framework agreement with a single operator
  - Duration of the framework agreement
    - Duration in year(s) : 10
  - Justification for a framework agreement the duration of which exceeds four years:

This single supplier agreement (“the agreement”) will enable the provision of the specified services to all UK Government Departments, Executive Agencies, Non-Ministerial Departments, Non-Ministerial Departmental Bodies and other Arms Length Bodies. The agreement is capable of being characterised as a “framework agreement” for the purposes of Directive 2004/18/EC and the Public Contracts Regulations 2006. The proposed length of the agreement is up to 10 years with options for termination after 4 or more years. This is to allow time for the establishment of a Shared Services Centre in the private sector to provide shared services to central UK Government. This will require significant capital investment including in migrations of central UK government organisations to shared services and potentially in the maintenance and development of the technology platform.

- Estimated total value of purchases for the entire duration of the framework agreement (*If applicable, give figures only*):
      - Range between: 150,000,000 and 750,000,000
      - Currency: GBP
- II.1.5) Short description of the contract or purchase(s):

Supporting services for the government. General personnel services for the government. Business services: law, marketing, consulting, recruitment, printing and security. Payroll management services. Human resources management consultancy services. Office-support services. IT services: consulting, software development, Internet and support. Financial consultancy, financial transaction processing and clearing-house services. System and support services. Data services. Data-processing services. Computer-related management services. Document management services. Administration services. Accounting, auditing and fiscal services. Recruitment services. Personnel services except placement and supply services. Miscellaneous business-related services. Procurement consultancy services. The provision by the successful tenderer of HR, finance, payroll and procurement, and potentially other, shared services to UK central Government. The shared services arrangement created under this procurement is expected to establish the first of a small number of providers, operating

independently of a specific Government Department, to provide similar shared services to UK central Government. The agreement will enable the provision of the specified services to all UK Government Departments, Executive Agencies, Non-Ministerial Departments, Non-Ministerial Departmental Bodies and other Arms Length Bodies, including but not limited to those defined in V1.3) below and any future successors to those organisations. For the avoidance of doubt there is no guarantee that any of the organisations identified (except the Department for Transport) will elect to procure services under the agreement. The organisations are identified for completeness – in order to provide legal certainty that they would be able to make use of the contract should they wish to do so. Contracts under the agreement will be for up to 10 years with options for earlier termination. The initial business will be for the provision of significant services to the central Department for Transport (DfT), and four of its Executive Agencies: the Driving Standards Agency; the Driver and Vehicle Licensing Agency; the Vehicle Certification Agency; and the Highways Agency. These services will be secured from the new provider under a contract to be placed immediately after the agreement is awarded. It is intended that this contract will also provide for the migration of, and future provision of services to, the Maritime and Coastguard Agency and the Vehicle Operator and Services Agency by 1 April 2013. Finance and procurement services for the Highways Agency are also expected to be secured from the provider from this date. It is intended that the successful tender would acquire the DfT Shared Service Centre (SSC) in Swansea (including accommodation and staff obligations and its assets). The SSC employs approximately 257 full and part time staff (as at 30 June 2011) and supports a current user service community of circa 15,000.

- II.1.6) Common procurement vocabulary(CPV):
  - 75130000 - Supporting services for the government.
  - 75131100 - General personnel services for the government.
  - 79000000 - Business services: law, marketing, consulting, recruitment, printing and security.
  - 79211110 - Payroll management services.
  - 79414000 - Human resources management consultancy services.
  - 79500000 - Office-support services.
  - 72000000 - IT services: consulting, software development, Internet and support.
  - 66170000 - Financial consultancy, financial transaction processing and clearing-house services.
  - 72250000 - System and support services.
  - 72300000 - Data services.
  - 72310000 - Data-processing services.
  - 72510000 - Computer-related management services.
  - 72512000 - Document management services.
  - 75100000 - Administration services.
  - 79200000 - Accounting, auditing and fiscal services.

- 79600000 - Recruitment services.
    - 79630000 - Personnel services except placement and supply services.
    - 79990000 - Miscellaneous business-related services.
    - 79418000 - Procurement consultancy services.
  - II.1.7) Contract covered by the Government Procurement Agreement(GPA): Yes
  - II.1.8) Division into lots (*for information about lots, use Annex B as many times as there are lots*): No
  - II.1.9) Variants will be accepted: Yes
- II.2) Quantity or Scope of the Contract
  - II.2.1) Total quantity or scope (*including all lots and options, if applicable*):
 

Between 150,000,000 and 750,000,000 GBP

    - Estimated value excluding VAT: Range between: 150,000,000 and 750,000,000 GBP
  - II.2.2) Options (*if applicable*): Yes
    - If yes, description of these options :
 

Details will be set out in the Invitation to Participate in Dialogue.
  - *If Known*, Provisional timetable for recourse to these options:
    - Duration in months:
- II.3) Duration of the Contract or Time-limit For Completion
  - Duration in months: 120 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

- III.1) Conditions relating to the Contract
  - III.1.1) Deposits and guarantees required (*if applicable*):
 

A parent Company Guarantee and/or other guarantees of performance and financial standing may be required.
  - III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:
 

Tenders are to be priced in Sterling and payment will only be made in Sterling.
  - III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (*if applicable*):

DfT will also consider any reasonable proposals for the legal structure of bids, either by a single economic operator or by a group of economic operators but, in the case of a group, its preference is for bids by either (a) a consortium of one or more subcontractors led by a prime contractor or (b) a consortium comprising a special purpose vehicle established by members of the group and backed by parent company guarantee(s) from its principal shareholder(s).

- III.1.4) Other particular conditions to which the performance of the contract is subject (*if applicable*) : 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: Potential tenderers should provide a completed pre-qualification questionnaire (PQQ) in accordance with Section VI.3) below.

- III.2.2) Economic and financial capacity
  - Information and formalities necessary for evaluating if requirements are met

Potential tenderers should provide a completed PQQ in accordance with Section VI.3) below

- Minimum Level(s) of standards possibly required (*if applicable*) :

Please see the PQQ

- III.2.3) Technical capacity
  - Information and formalities necessary for evaluating if requirements are met

Potential tenderers should provide a completed PQQ in accordance with Section

- Minimum Level(s) of standards possibly required (*if applicable*) :

Please see the PQQ

- III.2.4) Reserved contracts (*if applicable*): No
- III.3) Conditions Specific to Service Contracts

- III.3.1) Execution of service is reserved to particular profession: No
- III.3.2) Legal person should indicate the names and professional qualifications of the staff responsible for execution of the service: No

## Section IV: Procedure

- IV.1) Type of Procedure
  - IV.1.1) Type of procedure: Competitive Dialogue
  - IV.1.2) Limitations on the number of operators who will be invited to tender or to participate
    - Envisaged minimum number : 3 and maximum number: 20
    - Objective Criteria for choosing the limited number of candidates:  
  
Please see the PQQ and accompanying evaluation criteria.
  - IV.1.3) Reduction of the number of operators during the negotiation or dialogue: Yes
- IV.2) Award Criteria
  - IV.2.1) Award criteria (*please tick the relevant box(es)*)
    - *or* 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 (*if applicable*): NRP10033
  - IV.3.2) Previous publication(s) concerning the same contract: Yes
    - Prior information notice
      - Notice number in OJ: 2011 /S 51 - 83718 of 09/03/2011
    - Other previous publications (*if applicable*): No
  - IV.3.3) Conditions for obtaining specifications and additional documents (*except for a DPS* ) or descriptive document (*in the case of a competitive dialogue*):
    - Date: 11/08/2011
    - Time limit for receipt of requests for documents or for accessing documents: 12:00
    - Payable documents: No
  - IV.3.4) Time-limit for receipt of tenders or requests to participate
    - Date 17/08/2011
    - Time 12:00
  - IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (*if known*): 19/09/2011
  - IV.3.6) Language(s) in which tenders or requests to participate may be drawn up
    - English

## Section VI: Complementary Information

- VI.1) This is a recurrent procurement (if applicable): No
- VI.2) Contract related to a project and/or programme financed by Community Funds: No

- VI.3) Additional Information (*if applicable*)

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender. However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender. Any queries about this advert should be emailed to the contact address for further information at I.1). Please note: Potential tenderers are required to complete a PQQ to confirm their request to participate. Copies of the PQQ may be obtained by sending an email to [nonrailprojects@dft.gsi.gov.uk](mailto:nonrailprojects@dft.gsi.gov.uk). TWO HARD COPIES and ONE ELECTRONIC COPY on CD of the completed PQQ must be returned to the contact address at I.1) by the deadline given at IV.3.4). DfT expressly reserves the rights: (1) not to award any contract as a result of the procurement process commenced by publication of this notice; (2) to make whatever changes it may see fit to the content and structure of the tendering competition; and (3) in no circumstances will DfT be liable for any costs incurred by the candidates in responding to this OJEU or tendering. The PQQ, PQQ evaluation criteria and supporting background documents are available. Potential tenderers wishing to receive these documents should please email their request to [nonrailprojects@dft.gsi.gov.uk](mailto:nonrailprojects@dft.gsi.gov.uk). Further details will be available in the Data Room which will be opened after Pre Qualification when the Invitation to Participate in Dialogue is issued. DfT expects to invite up to 20 potential operators to participate in competitive dialogue, selected in accordance with the method set out in the PQQ. Potential tenderers will then be invited to submit outline solutions, which will be evaluated to reduce the number of participants in the dialogue to a minimum of 3 and a maximum of 5. All central UK government organisations will be able to place contracts under the agreement including UK Government Departments, Executive Agencies, Non-Ministerial Departments, Non-Ministerial Departmental Bodies and other Arms Length Bodies. This includes but is not limited to those organisations and any future successors to those organisations listed on the Civil Service website at: <http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/Departments-NDPBs.aspx>  
<http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/A-toF.aspx>  
<http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/G-to-L.aspx>  
<http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/M-to-R.aspx>  
and <http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/S-to-Z.aspx>

- VI.4) Procedures For Appeal

- VI.4.1) Body responsible for appeal procedures :

Department for Transport, Commercial & Technical Services, Mrs Kate Mingay, Director of Commercial & Technical Services, Department for Transport, Commercial & Technical Services, 4/05 Great Minster House, 33 Horseferry Road, GB- London , SW19 4DR  
Email: [Kate.Mingay@dft.gsi.gov.uk](mailto:Kate.Mingay@dft.gsi.gov.uk). Tel: 0207 944 6840.

- VI.4.2) Lodging of appeals (*please fill heading VI.4.2 or if need be, heading VI.4.3*):

Precise information on deadline(s) for lodging appeals: The Department for Transport will incorporate a minimum 10 calendar day standstill period at the point 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 request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. In the first instance such additional information should be requested from the address provided in part I.1. Following that if the parties still cannot resolve the matter then it should be escalated to the Director, Commercial and Technical Services, Department for Transport, 4/5 Great Minster House, 33 Horseferry Road, London SW1P 4DR. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

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

Not Provided

- VI.5) Date of dispatch of this notice: 18/07/2011

## ***Annex A (Additional Addresses And Contact Points)***

- I) Addresses and Contact Points from which Further Information Can be Obtained
  - Official name: Department for Transport (DfT)
  - Postal address: Government Shared Services (Swansea), 4/23 Great Minster House, 33 Horseferry Road
  - Town: London
  - Postal Code: SW1P 4DR
  - Country: United Kingdom
  - Contact Point(s): (Technical Contact)
  - Telephone: (+44) 20 7944 6100
  - For the attention of: Mr Graham Stockbridge
  - E-mail: governmentsharedserviceswansea@dft.gsi.gov.uk