

GB-East Kilbride: Business and management consultancy and related services.

Section I

I.1) Name, Addresses and Contact Point(s) Dept for International Development
Abercrombie House, Eaglesham Road
East Kilbride
G75 8EA
United Kingdom
Tel 01355 843737
Fax: 01355 84 3183
Email: R-McDougall@dfid.gov.uk
www.dfid.gov.uk
Rachael McDougall

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 contracting authority and main activity or activities

Other: Central Level

General Public Services

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: HR Passport Project – HR System and Process Improvement

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

Service Category 11

II.1.3) The notice involves: The establishment of a framework agreement

II.1.4) Information on framework agreement (*if applicable*)

Framework agreement with single operators

Justification for a framework agreement the duration of which exceeds four years:

The new system and related processes must be fully implemented by 31 December 2012, although final agreed timeframe for delivery will be decided through consultation and dialogue with selected provider. Ongoing maintenance and support for the system will continue for up to 5 years initially. The contract complexity and financial investment anticipated by the appointed service provider warrants the establishment of a framework agreement which may exceed 4 years.

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

Business and management consultancy and related services. General management consultancy services. The Department For International Development (DFID) has recently undertaken a change project aimed at improving both the efficiency and effectiveness of the HR function in DFID as well as developing people management activity across all staff in DFID. As part of this project DFID is seeking to appoint a service provider with demonstrable experience and expertise in undertaking development, design and build of a new HR System (including Payroll) and improving workflow processes to maximise e-enablement. Experience of working in both the public sector and in developing global access to allow all staff to utilise the system on a 24/7 basis is essential. Expressions of interest from consortia are encouraged. The purpose of the project is to deliver a new HR system for DFID which has maximum self serve capacity and improves workflows to remove transactional activity within both the HR and line function. Full details are available in the attached Terms of Reference and Volume 3.

II.1.6) Common procurement vocabulary(CPV):

79400000 - Business and management consultancy and related services.

79411000 - General management 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*):

Not Provided

II.2.2) Options (*if applicable*): Not Provided

II.3) Duration of the Contract or Time-limit For Completion

Duration in months 24

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the Contract

III.1.1) Deposits and guarantees required (*if applicable*): Not Provided

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

Prices are not required at expression of interest stage. When required pricing must be in Sterling and payments under the contract will 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*): Not Provided

III.1.4) Other particular conditions to which the performance of the contract is subject (*if applicable*) : Not Provided

III.2) Conditions For Participation

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

Not Provided

III.2.2) Economic and financial capacity

Not Provided

III.2.3) Technical capacity

Not Provided

III.2.4) Reserved contracts (*if applicable*):

Not Provided

III.3) Conditions Specific to Service Contracts

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

Not Provided

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

Not Provided

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** :5

Objective Criteria for choosing the limited number of candidates:

Are 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 (*please tick the relevant box(es)*)

or the most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

Criteria - Weighting

Quality of personnel (including but not limited to appropriate seniority/expertise; individuals appropriate skills mix; contacts/networks) - 20

Evidence of capacity to undertake the work and quality assurance - 30

Methodology (including use/number of days inputs) - 30

Commercial - 20

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*):
Not Provided

IV.3.2) Previous publication(s) concerning the same contract: 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*):
Not Provided

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

Date 24/01/2011

Time 14:00

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

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): Not Provided

VI.2) Contract related to a project and/or programme financed by Community Funds: Not Provided

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

Expressions of interest should be submitted by email to the address at Section 1 using the PQQ application form available from DFID's website at <http://www.dfid.gov.uk/Working-with-DFID/Procurement/Current-contract-opportunities1/> draft Terms of Reference can also be found at this website address. Following the assessment of expressions of interest DFID will invite short-listed applicants to participate in a dialogue phase, before submitting full technical and commercial proposals. DFID will inform applicants not short-listed that they are unsuccessful. Prices are not required at expression of interest stage. When required pricing must be in Sterling and payments under the contract will be made in Sterling. The contract will be governed by English law. DFID reserves the right to annul the tendering process and not to award a contract. From 1 April 2001 all UK development assistance has been fully untied which allows suppliers from all over the world to bid for DFID contracts. Where circumstances require further extensions beyond the original contract duration/agreed extensions DFID will consider doing so by means of the Negotiated Procedure where necessary conditions can be met. The new system and related processes must be fully implemented by 31 December 2012, although final agreed timeframe for delivery will be decided through consultation and dialogue with the selected provider. Ongoing maintenance and support for the system will continue for up to 5 years initially. The Contracting Authority intends to award a Pan Government framework available for use by all UK contracting authorities, including but not limited to Government Departments and their Agencies, Non-Departmental Public Bodies, NHS Bodies, Local Authorities, Police Authorities, Emergency Services, Educational Establishments and Registered Social Landlords who have a need to purchase this requirement. The term 'public body' is a general one which includes: Non-Departmental Public Bodies (NDPBs); Public Corporations; NHS Bodies and Public Broadcasting Authorities. There are four types of NDPB. These denote different funding arrangements, functions and types of activity. They are Executive NDPBs, Advisory NDPBs, Tribunal NDPBs and Independent Monitoring Boards.

VI.4) Procedures For Appeal

VI.4.1) Body responsible for appeal procedures :

Not Provided

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

Not Provided

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: 17/12/2010