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Tender

## **Management of Adaptation Scotland Programme**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-000820

Procurement identifier (OCID): ocds-h6vhtk-039696

Published 11 January 2023, 1:45pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Email**

[douglas.martin@gov.scot](mailto:douglas.martin@gov.scot)

#### **Telephone**

+44 1412420133

#### **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

## **I.4) Type of the contracting authority**

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Management of Adaptation Scotland Programme

Reference number

Case/612940

#### **II.1.2) Main CPV code**

- 90700000 - Environmental services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Adaptation Scotland Programme.

Funded by the Scottish Government since 2005, the Adaptation Scotland Programme (formerly the Scottish Climate Change Impacts Partnership) has supported the delivery of the Scottish Government's climate change adaptation objectives including through the delivery of capacity building, advice and support to help public sector, businesses and communities be prepared and resilient to the effects of climate change.

The contract will be for a period of 24 months with the option to extend for an additional period of up to 24 months. (2 x 12 month period of extensions).

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,206,660

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

The Contract is for the continuation and development of the Adaptation Scotland Programme, which is currently delivered under a contract arrangement by a sustainability charity.

Through continuation and development of the Adaptation Scotland Programme, the Service Provider will deliver a programme of work that contributes to successful delivery of the statutory Scottish Climate Change Adaptation Programme 2019 – 2024 and its successor. The Service Provider is expected to respond flexibly to support the objectives of the successor statutory Programme, including during the successor Programme's development period.

### **II.2.5) Award criteria**

Quality criterion - Name: Skills Experience, Resources / Weighting: 10

Quality criterion - Name: Proposal for meeting requirement / Weighting: 55

Quality criterion - Name: Quality Management Proposals / Weighting: 15

Quality criterion - Name: Staffing / Weighting: 5

Quality criterion - Name: Cyber Security / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Business Recovery and Disaster Recovery / Weighting: 5

Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £1,206,660

## **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Following the end of the initial 24 month period. Option to extend for an additional period of up to 2 years (2 x 12 months) to 31 March 2027.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: No

## **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Financial Ratios (ESPD 4B6) - Bidders must demonstrate a Current Ratio of 1.0 or more.

Current Ratio will be calculated as follows: Total Current Assets divided by Total Current Liabilities.

Minimum level(s) of standards required:

- Public Liability Insurance (In the sum not less) - 5,000,000 GBP;
- Professional Indemnity Insurance (In the sum not less) - 2,000,000 GBP;
- Employer's Liability Insurance - employer's liability insurance in accordance with any legal obligation for the time being in force.

Such insurance must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the Contract.

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

13 February 2023

Local time

12:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

##### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

##### **IV.2.7) Conditions for opening of tenders**

Date

13 February 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Question Scoring Methodology for Award Criteria outlined in invitation to tender

0 Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent. Response is completely relevant and excellent overall.

Tenderers are also asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.



If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must

complete and reattach the SPD Supplier Response Form attached to SPD.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23191. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:718389)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom