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Tender

Managed Learning Service

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2024/S 000-002267

Procurement identifier (OCID): ocds-h6vhtk-03fa4d

Published 23 January 2024, 2:13pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

Leesa.Rintoul@scotland-excel.org.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

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

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Managed Learning Service

Reference number

NIC-SER-506

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contractor is required to provide a fully managed learning service (including an internal system for administration and reporting) which ensures that a range of relevant training, learning and staff development services are available for SPCB staff, MSPs, MSP staff, Commissioners, Contractors and any other relevant groups identified by the SPCB.

To ensure consistency and quality of learning in line with a revised approach to Learning and Development, we require an MLS provider that can work with our Learning and Development priorities, ensuring value for money, competitive rates from leading providers through an established supply-chain, and assurance that we can meet demand for learning and development. The service must provide Members, their staff, Commissioners, contractors and SPCB staff with access to quality training and learning content as well as data on usage, effectiveness and return on investment.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Holyrood, Edinburgh

II.2.4) Description of the procurement

The Scottish Parliamentary Body (SPCB) requires a fully managed learning service to provide the following:

Administration and Logistics Service

- training course booking and administration service.
- learner support for scheduling, booking and joining training courses.
- monitoring and reporting tools to record uptake and training attendance, showing training records, cancellations, attendance, compliance, etc.

Supply Chain Management Support

- source and select external courses/providers based on planned and ad hoc training requirements.

Learning and Development Planning Support

- work with the Learning and Development team to develop an organisational-wide annual training schedule which will incorporate staff Personal Development Plans and other training needs analyses.

Expert Consultancy

- specialised consultancy service on an as-needed basis.
- design and/or delivery of bespoke in-house training courses.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further period/s of up to 36 months, at the sole discretion of the SPCB.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Optional Requirements – Learning Management System

Via the contractors Learning Management Portal or other system the SPCB would like to explore the potential for an SPCB Learning Management System (LMS) that can be accessed by all users via Single Sign On (SSO) allowing users to access the portal on logging into the network, to avoid duplication of effort by having to re-enter their credentials.

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

Scotland Excel is acting on behalf of The Scottish Parliament in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

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.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

In relation to the SPD (Scotland):

4A.1 - not used

4A.2 - not used.

III.1.2) Economic and financial standing

List and brief description of selection criteria

In relation to the SPD (Scotland):

4B.1 - 4B.4: not used

4B.5: It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of the awarded contract the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 1,000,000 GBP

Professional Indemnity Insurance = 1,000,000 GBP

4B.6: The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at <http://www.creditsafe.com/products/business-credit-reports/>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate

satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

4B.6: Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

III.1.3) Technical and professional ability

List and brief description of selection criteria

In relation to the SPD (Scotland):

4C.1.2 - Used.

Minimum level(s) of standards possibly required

4C.1.2 Bidders are required to provide three (3) detailed examples of services carried out within the past five (5) years which demonstrate that they have the relevant experience in delivering the range of services as described in part II.2.4 of the Contract Notice. (Examples from both public and/or private sector customers and clients may be provided).

Failure to provide three examples demonstrating relevant experience of delivering this range of services will result in disqualification from the procurement process and the bidder's submission evaluated no further. Answers should be limited to no more than 1000 words per question. The evaluation will cease at this word limit and no further content will be assessed.

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-026273](#)

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

Date

22 February 2024

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

22 February 2024

Local time

12:00pm

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

The SPCB requires the Contractor to hold Cyber Essentials certification (or equivalent) for the duration of the Contract.

The Contractor must ensure payment of sub-contractors at all stages of the supply chain is made within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require you to actively monitor payment performance and provide evidence and reports to the contracting authority on a regular basis.

Contractors are asked to note that a technical evaluation score of 0 (Unacceptable) or 1 (Poor) for 'Question J: Administration and Reporting' of the Tender Schedules document will result in rejection of the tender and suppliers will not progress to the Presentation Stage of the evaluation.

The technical evaluation scoring criteria is available at: “2. Scoring Mechanism for Technical Elements” in Annex A of the Invitation to Tender document.

Information about Supplier Presentations is contained within section “1. The Process – Bid Verification & Presentations” in Annex A of the Invitation to Tender document.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25855. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Technical evaluation of the tender includes a question on Community Benefits. Full details are included within the Invitation to Tender document.

(SC Ref:755864)

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