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Tender

## **Lobbying Register System**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2025/S 000-004776

Procurement identifier (OCID): ocds-h6vhtk-047a58

Published 12 February 2025, 3:21pm

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

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Contact**

Neil Biggar

#### **Email**

[procurement@parliament.scot](mailto:procurement@parliament.scot)

#### **Telephone**

+44 1313486597

## **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](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

Legislative body

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

Other activity

Devolved Parliament

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## **Section II: Object**

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

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

Lobbying Register System

Reference number

SPCB-0471

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

- 48000000 - Software package and information systems

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

Supplies

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

The Scottish Parliamentary Corporate Body (SPCB) wishes to procure and invest in a new fit for purpose Lobbying Register system to replace the current system and require a Contractor to provide, host, maintain and support a cloud-based online system.

The system must be an already developed system which may require customisation, configuration, and/or minor development to meet the SPCB's requirements.

For information, the Scottish Parliament's current Lobbying Register can be accessed at the below url.

<https://www.lobbying.scot/>

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

Value excluding VAT: £2,000,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 48611000 - Database software package
- 48000000 - Software package and information systems

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Scottish Parliamentary Corporate Body (SPCB) require a Contractor to provide, host, maintain and support an online Lobbying Register System.

The “Lobbying Register” is an online, multi-functional workflow, database, and website system, used to manage the statutory duty and requirements placed on the Parliament, by The Lobbying (Scotland) Act 2016. The whole process is managed and administered by the Parliament’s Lobbying Register Team (“LRT”).

In 2016 the Parliament passed legislation, the Lobbying (Scotland) Act 2016 (‘the Act’), to regulate certain types of lobbying. Those engaged in regulated lobbying use the Lobbying Register to provide information on who they have lobbied, when and where it happened and what the purpose of the lobbying was.

The resulting information provides a valuable insight into how lobbyists inform, and influence decisions made by MSPs, and policies developed by Ministers and Special Advisers.

As such, the Register has become a key tool for increasing understanding about lobbying activity taking place in Scotland, and improved public accountability and scrutiny.

The System must be able to provide and include the following functionality:

- allow lobbyists to register and to submit returns directly, minimising data input by SPS staff.

- ensure SPS staff have control of the data – performing quality control/verification of entries prior to publication.
- be intuitive to use in keeping with contemporary web-based services.
- a search facility.
- facility for people to report incorrect information.
- options to alert MSPs and Public Officials automatically when their name appears in a lobbying return.
- options to send reminders to registrants.
- facility to communicate with registrants about things like incomplete or inaccurate data.
- capable of amendment to respond to changes in the lobbying regime such as changes introduced through primary and secondary legislation and parliamentary guidance.
- ensure the data held in the System will be capable of publication as open data in keeping with our existing approach and seeking to achieve a 5-star open data standard  
<https://data.parliament.scot/#/home>.
- be compliant with all data protection requirements including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- compliant with Level AA of the Web Content Accessibility Guidelines (WCAG) version 2.2, as a minimum.
- be a fully responsive design, accessible to registrants and those searching data on desktop computers and devices with smaller screens e.g. smart phones or other portable devices.
- system automations and workflows which build on existing team processes and website functionality.
- an integrated communication tool with SharePoint online and in line with The Scottish Parliament's Records Management policy.
- infographics or similar for searches, expanded parameters, and increased reporting output methods.
- analytics on system use, to help measure impact and public use.
- a pre-submission template for returns by registrants.

- an algorithm to check key text in draft returns, which are also created with the use of AI software.

- a context menu.

The Contractor will be responsible for the full implementation and hosting of the System including configuration, testing and SPCB staff training.

Draft Specification documents can be accessed via the PCS-Tender system for further information on this requirement. Please note that these documents are not yet finalised and are subject to change.

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

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Price / Weighting: 30

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

Value excluding VAT: £2,000,000

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

Duration in months

117

This contract is subject to renewal

Yes

Description of renewals

The SPCB may award up to 8 years optional extension, at the sole discretion of the SPCB.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 3

Objective criteria for choosing the limited number of candidates:

Mandatory exclusion criteria of the SPD

Scored selection criteria of the SPD

### **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**

An indicative budget for this project is as follows:

- Full System implementation and set up (including project management, system configuration/development/testing and training) - up to GBP 300,000 (ex VAT)
- Ongoing annual costs (including hosting, licensing, maintenance, support and upgrades) - GBP 50,000 - 75,000 p.a. (ex VAT)

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## **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:

4A.1: not required

4A.2: not required

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

List and brief description of selection criteria

SPD question 4B.1 to 4B.4: not required

SPD question 4B.6: The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of bidders. We recommend bidders review its financial performance on Creditsafe to understand their score rating which will be used by the SPCB to review the financial standing of bidders and that they read the information about how that data is collected and used prior to submitting a SPD.

Information and the opportunity to run a free report can be found at <https://www.creditsafe.com/gb/en.html>

The SPCB requires bidders to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a bidder 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 bidder 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 SPD or the SPD may be rejected. If no evidence is provided 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 SPD will be rejected and will not be evaluated further.

If a bidder 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

It is a requirement of this contract that suppliers hold or can commit to obtain prior to the contract commencement, the types of insurance indicated below:

Employer's (Compulsory) Liability Insurance = in accordance with any legal obligation for the time being in force.

Public Liability insurance of Minimum GBP 1M

Product Liability insurance of Minimum GBP 1M

Professional Indemnity insurance of Minimum GBP 1M

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

SPD question 4C.1.2: Bidders are required to provide 2 examples that demonstrate that they have the relevant experience to deliver the requirement as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice.

The SPCB reserve the right to exclude any submission that scores below 50% for question 4C.1.2 and not consider this submission further.

Further information can be found in the SPD.

Scores will be allocated to each weighted question according to the following matrix:

0 Unacceptable - Nil or inadequate response. Fails to demonstrate previous experience relevant to this criterion.

1 Poor - Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience.

2 Acceptable - Response is relevant and acceptable. The response demonstrates broad previous experience but lack detail in some aspects.

3 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of relevant experience.

4 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough relevant experience.

SPD question 4C.2 to 4C.12: Not required

SPD question 4D.2 will be scored on a pass/fail basis: The Bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate OR The bidder must have the following:

- Procedures for dealing with waste (e.g. waste management plans, waste segregation, recycling etc.).
- Documented arrangements checking, reviewing and where necessary improving, the bidder's environmental management performance and the environmental impact of this organisation, demonstrating that it has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic intervals. These must include details of the procedures in place to access and deal with environmental risks.

Minimum level(s) of standards possibly required

It is mandatory that suppliers hold a suitable third party Cyber Security accreditation e.g. Cyber Essentials, Cyber Essentials Plus, ISO 27001:2013, IASME Gold or are able to provide evidence of equivalency.

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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: [2024/S 000-020341](#)

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

Date

14 March 2025

Local time

12:00pm

##### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

1 April 2025

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: In advance of the expiry of the Contract.

### **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 Competitive Procedure with Negotiation is being used and will request the completion of a SPD. Any supplier may make a request to participate and must submit a completed SPD on PCS Tender within the timelines set out in this Notice.

Following assessment of the submitted SPDs, the SPCB will shortlist suppliers who have met the mandatory and selection criteria and invite them to the initial tender phase. The anticipated number of suppliers who will be shortlisted is three (if three meet the selection criteria requirements).

For the award stage shortlisted suppliers will be given a minimum of 30 days to respond to the tender. Following evaluation, this may be followed by a dialogue in order for the SPCB to seek improved offers. However, the SPCB reserves the right to award the contract on the basis of the initial tenders without conducting negotiations.

The areas that may be negotiated include:

- system requirements
- implementation and timescales
- conditions of contract
- pricing

- KPIs
- future innovation and change
- community benefits

Further details will be provided to shortlisted bidders invited to the tender stage.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 28558. For more information see:

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

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:

Community benefits will be included as a mandatory requirement in the contract. Further details will be provided to shortlisted bidders invited to the tender stage.

(SC Ref:788870)

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

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

The Scottish Parliamentary Corporate Body

The Scottish Parliament, Holyrood

Edinburgh

EH99 1SP

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom