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Tender

## **Psychometric Testing Services and a Supporting Web-Based Platform**

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-007460

Procurement identifier (OCID): ocds-h6vhtk-0323be

Published 18 March 2022, 4:00pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Email**

[Paul.packett@gov.scot](mailto:Paul.packett@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

## **Section II: Object**

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

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

Psychometric Testing Services and a Supporting Web-Based Platform

Reference number

559286

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

- 72212450 - Time accounting or human resources software development 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 Psychometric Testing Services and a Supporting Web-Based Platform.

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

Value excluding VAT: £1,250,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 48450000 - Time accounting or human resources software package
- 48100000 - Industry specific software package
- 72222300 - Information technology services
- 79635000 - Assessment centre services for recruitment

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

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

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Psychometric Testing Services and a Supporting Web-Based Platform.

As part of an HR Transformation Programme, a new Applicant Tracking System (ATS) has been selected and tested to which will provide hiring managers with 24/7 access to real time reporting and will improve the hiring process. The ATS system provided by iCIMS went live in December 2021.

The HR Transformation Programme has also identified that the current method for HR Assessments and Associated services can be modernised and therefore have a requirement for a supplier to provide a digital platform providing assessments that applicants are able to complete online and in their own time thus removing the current requirement for applicants to book and attend assessment days. The new system will be required to integrate with the ATS system to provide a simple, one-stop shop user friendly experience for applicants.

This will be advertised as a single supplier contract opportunity. The supplier will be required to provide assessment and related services relating to the recruitment and internal vacancy filling including our Graduate Development Programme on behalf of the Scottish Government Directorates, Agencies and Non-Ministerial Offices.

The contract will be for a period of 18 months with the option to extend for up to an additional 12 months.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

18

This contract is subject to renewal

No

### **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

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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

List and brief description of selection criteria Statement for 4B Bidders must provide a turnover from the last three years of 700k

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a group, can provide a parent guarantee if the parent

company satisfies the financial requirements stipulated above.

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

List and brief description of selection criteria

Minimum level(s) of standards possibly required:

Technical and professional ability:

4C.1.2: Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as

described in part II.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

4c.10: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

1st Statement 4D.1: The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in

accordance with BS EN ISO 9001 (or equivalent).

2nd Statement 4D.1 If the Bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in

accordance with BS EN ISO 9001 (or equivalent) then the bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which

is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

## **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

## **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

25 April 2022

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

25 April 2022

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 invoicing will be accepted

Electronic payment will be used

### **VI.3) 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.

SPD will be scored on a pass/fail basis.

Requirement not suitable for lotting.

Statement for 4B.5

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types of insurance indicated below:

Employer's (compulsory) liability insurance = 5 000 000 GBP.

Public liability insurance = 1 000 000 GBP.

Professional indemnity insurance = 5 000 000 GBP.

4C.1, please include examples of your experience in dealing with similar types of services as detailed in the specification

The contract award criteria will be price 30%/quality 70%.

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. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

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 questions 2C.1.1(Reliance on the capacity of others) and 2D.1.2

(Subcontractors) on PCS-T.

These parties must complete the first 3 sections of the SPD form, as well as any part of the Section 4 selection criteria that the main bidder

will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish

Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection

criteria.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20562. For more information see:

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

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(SC Ref:686505)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom