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Tender

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

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-008913

Procurement identifier (OCID): ocds-h6vhtk-02aa42

Published 26 April 2021, 3:55pm

## **Section I: Contracting authority**

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

Scottish Government

3A South, Victoria Quay

Edinburgh

EH6 6QQ

#### **Contact**

Tony Aitken

#### **Email**

[tony.aitken@gov.scot](mailto:tony.aitken@gov.scot)

#### **Telephone**

+44 1312448156

#### **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

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

Reference number

CASE/540786

#### II.1.2) Main CPV code

- 79600000 - Recruitment services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The purpose of the project is to appoint a sole supplier who can deliver a report for psychological assessment services in relation to SCS recruitment and promotion (primarily at Director level and above) that demonstrates our commitment to diversity, is compliant and incorporates the Scottish Government SCS Leadership Criteria and the specific criteria for the post at SCS level.

Our approach to all SCS recruitment is informed by the Race Recruitment and Retention Plan Race recruitment and retention - an instigation for change: action plan - gov.scot ([www.gov.scot](http://www.gov.scot)) and Disability Recruitment and Retention plan Recruitment and retention plan for disabled people: 2019 - gov.scot ([www.gov.scot](http://www.gov.scot)).

The Supplier shall be required to work with the People Directorate Senior Talent and Staffing Team to meet all requirements for Assessment Centre and associated services.

#### II.1.5) Estimated total value

Value excluding VAT: £150,000

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

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

The purpose of the project is to appoint a sole supplier who can deliver a report for psychological assessment services in relation to SCS recruitment and promotion (primarily at Director level and above) that demonstrates our commitment to diversity, is compliant and incorporates the Scottish Government SCS Leadership Criteria and the specific criteria for the post at SCS level.

Our approach to all SCS recruitment is informed by the Race Recruitment and Retention Plan Race recruitment and retention - an instigation for change: action plan - gov.scot ([www.gov.scot](http://www.gov.scot)) and Disability Recruitment and Retention plan Recruitment and retention plan for disabled people: 2019 - gov.scot ([www.gov.scot](http://www.gov.scot)).

The Supplier shall be required to work with the People Directorate Senior Talent and Staffing Team to meet all requirements for Assessment Centre and associated services

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £150,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The contract will have the option to extend for a further 12 months at the sole discretion of the Scottish Government

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

Variants will be accepted: No

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

Options: Yes

Description of options

The contract may require the original requirements to be updated to take in to consideration legal changes or internal Scottish Government recruitment policy changes.

#### **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**

Quality Criteria 70%

Price 30%

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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

SPD (Scotland) Selection Criteria Section, question Section A, part IV, Suitability

Minimum level(s) of standards required:

Please refer to the statements when completing section 4A of the SPD (Scotland)

Statements for:

4A.1 and 4A.1.1 — If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Consultants must be Chartered Occupational Psychologists, members of the British Psychological Society (BPS) and registered with the Health and Care Professions Council (HCPC).

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

List and brief description of selection criteria

Economic and financial standing.

List and brief description of selection criteria:

Bidders must refer to the SPD Bidders Guidance Instructions document concerning Section B, part IV, Economic and Financial Standing selection criteria. SPD (Scotland) Selection Criteria Section, question Section B, part IV, Economic and Financial Standing:

4B.1.1, 4B.3, 4B.4, 4B.4.1, 4B.5.1A, 4B.5.1B, 4B.5.2, and 4B.5.3,

Minimum level(s) of standards possibly required

Statements for:

4B.1.1 - Bidders will be required to have a minimum “general” yearly turnover of 300000 GBP for the last 3 years:

4B.3 - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

4B.4 - Bidders will be required to state the value(s) for the following financial ratio(s):

Ratio name - Current Ratio

Ratio value - 1.0

The acceptable range for each financial ratio is: 1.0 or above

The ratio will be calculated as follows: net current assets divided by net current liabilities.

Ratio name - Quick Ratio

Ratio value - 1.0

The acceptable range for each financial ratio is: 1.0 or above

The ratio will be calculated as follows: The Quick Ratio equals Quick Assets divided by Current Liabilities.

Ratio name - Debt Ratio

Ratio value - less than 0.3

The acceptable range for each financial ratio is: 0.3 or below

The ratio will be calculated as follows: The Debt Ratio equals total debt divided by total assets.

4B.4.1 - If the relevant documentation is available electronically, please indicate:

4B.5.1A, 4B.5.1B & 4B.5.2 - 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 and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Public Liability Insurance = 1 000 000 GBP

Professional Risk Indemnity Insurance = 1 000 000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B.5.3 - If this information is available electronically, please indicate:

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

List and brief description of selection criteria

Technical and professional ability

List and brief description of selection criteria:

Bidders must refer to the SPD Bidders Instructions document concerning Section C, part IV, Technical and Professional Ability selection criteria. SPD (Scotland) Selection Criteria Section, question Section C, part IV, Technical and Professional Ability:

4C.8.1, 4C.8.2 and 4C.10.

Minimum level(s) of standards possibly required

Bidders must refer to the SPD (Scotland) Bidders Guidance Instructions document concerning Section C, part IV, Technical and Professional Ability selection criteria.

Statements for:

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years (FOR INFORMATION PURPOSES ONLY).

4C.8.2 - Bidders will be required to confirm their and the number of managerial staff for the last three years(FOR INFORMATION PURPOSES ONLY).

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract (FOR INFORMATION PURPOSES ONLY).

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Individuals on this contract must be a Chartered Occupational Psychologists, members of the British Psychological Society (BPS) and registered with the Health and Care Professions Council (HCPC).

### **III.2.2) Contract performance conditions**

Contract performance and service levels are contained within Schedule 1 and within the ITT

### **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

2 June 2021

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: 9 (from the date stated for receipt of tender)

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

Date

2 June 2021

Local time

12:00pm

Place

Scotland

Information about authorised persons and opening procedure

Tony Aitken - Senior Portfolio Specialist - Scottish Government procurement Team (SGPT). PCS & PCS-t will be used and can only be opened after the submission deadline date/time.

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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**

The contract's initial term will be 24 months, with the option to extend for a further 12 month period at the sole discretion of the Scottish Government. 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.

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

#### SPD (Scotland) (Selection Stage)

The purpose of the Selection Stage is to allow the Scottish Ministers to assess tenderers' suitability, capacity and capability to provide the Services required under the proposed Contract. Tenderers must submit responses to each question contained in the SPD (Scotland) (Qualification Envelope in PCS-t). In assessing responses to the SPD (Scotland), a 'Pass/Fail' score will be awarded to the following question:

Only tenders that achieve a 'Pass' for all questions in the SPD (Scotland) question will have their tender considered further and will proceed to the Price/Quality ratio calculation.

Bidders must pass the following selection questions:

4A.1 and 4A.1.1 — If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

4B.1.1 - Bidders will be required to have a minimum "general" yearly turnover of 300000 GBP for the last 3 years:

4B.4 - Bidders will be required to state the value(s) for the following financial ratio(s):

Ratio name - Current Ratio

Ratio value - 1.0

The acceptable range for each financial ratio is: 1.0 or above

The ratio will be calculated as follows: net current assets divided by net current liabilities.

Ratio name - Quick Ratio

Ratio value - 1.0

The acceptable range for each financial ratio is: 1.0 or above

The ratio will be calculated as follows: The Quick Ratio equals Quick Assets divided by Current Liabilities.

Ratio name - Debt Ratio

Ratio value - less than 0.3

The acceptable range for each financial ratio is: 0.3 or below

The ratio will be calculated as follows: The Debt Ratio equals total debt divided by total assets.

All insurances required

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18529. 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>

(SC Ref:651757)

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

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

Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom