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Tender

Sign Language and Associated Services

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2021/S 000-009067

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

Published 28 April 2021, 9:04am

The closing date and time has been changed to:

1 June 2021, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Contact

Euan Muirhead

Email

procurement@parliament.scot

Telephone

+44 1313486620

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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Other type

Legislative Body

I.5) Main activity

Other activity

Devolved Parliament

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Sign Language and Associated Services

Reference number

NIC-SER-456

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

The SPCB requires a Contractor to provide Sign Language Interpretation services and other associated services. The main requirement is for interpreting for English to/from British Sign Language. The Contractor must provide simultaneous BSL interpreting for parliamentary business as requested. This will be filmed live, broadcast on the BSL Channel on SPTV, and archived. It will also be posted on the Parliament's social media accounts and may be used by other broadcasters either live or later.

The Contractor must also provide other sign languages or supporting services as required. Additional sign languages and communication support services which will be in scope of the Contract, include, but are not limited to:

- Tactile BSL

- Electronic Notetakers
- Speech-to-text reporters
- Lip speakers
- Signalong (Sign-a-long)
- Sign Supported English
- International sign languages such as American Sign Language.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of
- UKM - Scotland

Main site or place of performance

The Scottish Parliament, Holyrood, Edinburgh, EH99 1SP

II.2.4) Description of the procurement

The SPCB require a Contractor to provide Sign Language Interpretation and associated services.

The objective of this Contract is to enable people living in Scotland who are hard of hearing, D/deaf or Deafblind, or who have other communication support needs, to engage with the Scottish Parliament and participate meaningfully in parliamentary business, public engagement activities and events.

The Contractor must work cooperatively with the SPCB to find a solution to all SPCB sign language requirements. As a minimum, the Contractor must provide the following Services:

- BSL interpreting of First Minister's Questions (FMQs) which are broadcast live and

shown to visitors within the Chamber gallery and Main Hall; BSL interpreting of other Parliamentary business, which may also be filmed or broadcast either live or later.

- Interpreting for Scottish Parliament events, including ceremonial events such as the opening of Parliament or engagement events such as the Festival of Politics. Some of these events will also be filmed, broadcast and archived.
- Interpreting and/or other communication support services for witnesses giving evidence to committees
- Interpreting and/or other communication support services for participants in engagement activities including workshops, focus groups, educational sessions, tours, and meetings
- Interpreting and/or other communication support services for visitors to the Scottish Parliament accessing parliamentary services and facilities.

Most requirements are expected to be for interpreting for English to/from British Sign Language. The Contractor must also provide other sign languages or supporting services as required. Additional sign languages and communication support services which will be in scope of the Contract, include, but are not limited to:

- Tactile BSL
- Electronic Notetakers
- Speech-to-text reporters
- Lip speakers
- Signalong (Sign-a-long)
- Sign Supported English
- International sign languages such as American Sign Language. It is understood this may require the Contractor to work with Sub-Contractors or freelancers who don't usually work in Scotland on occasion; all such requirements will be discussed with the Contractor as required.

Parliamentary business and major events will normally be filmed and broadcast live on SPTV. Footage is subsequently made available through the Video Archive on SPTV and posted on the Parliament's YouTube channel. Some requirements may also be broadcast by external broadcasters. Filmed parliamentary business and events that include BSL interpreting will also be posted on the Parliament's BSL Facebook Group and shared through other social media channels. Requirements for live interpreting of parliamentary

business which is broadcast will always be in BSL and are expected to be the main requirement of the Contract. The Contractor must be able to provide this Service to a high standard.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Cost criterion - Name: Price / Weighting: 50

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

Duration in months

25

This contract is subject to renewal

Yes

Description of renewals

36 month extensions 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: 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

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 used

4A.2: not used

III.1.2) Economic and financial standing

List and brief description of selection criteria

In relation to the SPD:

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 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

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

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. Tenderers are encouraged to review their financial performance on Creditsafe and read 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/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Minimum level(s) of standards possibly required

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:

4C.1.2: Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice.

As a minimum, the examples must include evidence of the following:

- provision of conference style BSL interpreting services, i.e. where simultaneous BSL interpreting is provided for two or more speakers who are presenting to an audience, including BSL interpreting of unprepared questions and answers put to the speakers.
- provision of electronic notetaking.
- provision of tactile BSL for one or more Deafblind BSL users.

Failure to provide two examples demonstrating relevant experience in these areas will result in disqualification from the procurement process and the bidder's submission being evaluated no further.

4C.2 - 4C.5: not used

4C.6: Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

All interpreters who will provide BSL interpreting services and all others providing specified services must be registered (where relevant) as either:

Registered Sign Language Interpreters (RSLIs), or

Trainee Sign Language Interpreters (TSLIs),

with either:

The Scottish Register of Language Professionals with the Deaf Community (SRLPDC) and/or

The National Register of Communication Professionals working with Deaf and Deafblind People (NRCPD).

4C.7 - 4C.12: not used

Minimum level(s) of standards possibly required

In relation to the SPD:

4D.1 - 4D.2: not used

All BSL/English Interpreters provided under this Contract must be registered with either:

- The Scottish Register of Language Professionals with the Deaf Community (SRLPDC) [formerly the Scottish Association of Sign Language Interpreters (SASLI)], and/or
- The National Registers of Communication Professionals working with Deaf and Deafblind People (NRCPD).

All Interpreters must be registered as either:

- Registered Sign Language Interpreters (RSLIs), or
- Trainee Sign Language Interpreters (TSLIs)

Contractor Personnel providing any associated services, including but not limited to Interpreters for Deafblind people, Communicator guides, Communication support workers, Electronic notetakers, Speech-to-text reporters/Palantypists, Lipspeakers, Communication support/Interpreting Services using Sign Supported English (SSE), must be registered with the Scottish Register of Language Professionals with the Deaf Community (SRLPDC) and/or the National Registers of Communication Professionals working with Deaf and Deafblind People (NRCPD), wherever relevant.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents.

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

Originally published as:

Date

28 May 2021

Local time

12:00pm

Changed to:

Date

1 June 2021

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

28 May 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2026

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

Please note that there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach. Bidders will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool (CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot>.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of cyber risk.

Further details can be found in the Tender Invitation Letter. A contract condition for this procurement requires the bidder to comply with minimum security requirements.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18555. 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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

It is considered that a proportionate community benefit for this Contract would be for the Contractor to facilitate opportunities for work experience, training and skills development for students in Scotland through the delivery of this Contract.

(SC Ref:648951)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom