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Tender

Production and Mailing of Membership Magazine

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2024/S 000-009187

Procurement identifier (OCID): ocds-h6vhtk-044b35

Published 21 March 2024, 1:05pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Catherine McNair

Email

procurement@hes.scot

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Heritage, Tourism, Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Production and Mailing of Membership Magazine

Reference number

HES/C/4243

II.1.2) Main CPV code

- 79970000 - Publishing services

II.1.3) Type of contract

Services

II.1.4) Short description

The magazine's main objectives are –

- To support member recruitment and retention
- To inspire members to visit Historic Scotland properties
- To communicate news about the work of Historic Environment Scotland
- To reinforce benefits of membership to existing members, in order to support increased retention rates.
- To promote the organisation's events, activities and services.

Historic Environment Scotland are looking for a supplier who can –

- Project manage production of the member magazine up to and including the mailing stage.
- Write, commission, and develop editorial copy, interview leads and source content from various HES experts/departments. Visiting properties to create copy, as required.
- Produce a draft content plan for each issue. This will then be discussed and agreed at an

Editorial Board meeting, scheduled by HES with representatives from HES and the supplier in attendance.

- Pages designed, edited, and proofed. The organisation's brand guidelines and editorial style guide will be given to the successful supplier. Where practical in the magazine, consideration should be given to accessibility standards and recognised techniques of aiding legibility.
- Provide full proof-reading service including historical fact checking.
- Provide online proofing solution, similar to Proof HQ currently being used, to centralise comments from in excess of 20 HES staff.
- Produce a schedule for the year ahead, detailing all the key deadlines.
- Liaison with contributors of content. This may need to be rewritten in the magazine style.
- Manage competitions such as an annual photography competition and co-ordinate judging panel.
- Respond to all correspondence received from members related to the content of the magazine.
- Content should be made available for HES to re-purpose into digital content.
- Provide summary management information after delivery, highlighting any service levels not met and remedial action taken.
- Attend regular meetings with HES to discuss progress
- Developing and suggesting new features and design refreshes for the magazine to keep the content diverse and engaging.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79970000 - Publishing services
- 22000000 - Printed matter and related products

- 22213000 - Magazines

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Please see Specification for full requirement details.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

After the initial 2 years is up, the contract could be extended for up to 4 years, which would be reviewed annually.

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

- Pass/Fail Information Security Questions

- Single Procurement Document questions 4C.1.2 - Weighting 90%

4C7 - Weighting 10%

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.1.2) Economic and financial standing

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers Liability 1 million GDP

Public Liability 1 million GDP

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

Restricted 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

22 April 2024

Local time

12:00pm

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

2 May 2024

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If all the contract extensions are used up then this contract would be up for renewal in 2030.

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 ensure you read over our terms and conditions. HES cannot sign up to supplier's T&Cs and will not negotiate at point of award or post contract award. If you have any concerns please highlight these in your response.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=761444.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Suppliers are encouraged to think about any community benefits they could introduce during the lifetime of this contract.

(SC Ref:761444)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=761444

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom