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Tender

## **Associate Trainers Framework - Dundee and Angus College**

Dundee and Angus College

F02: Contract notice

Notice identifier: 2021/S 000-010722

Procurement identifier (OCID): ocids-h6vhtk-02b153

Published 14 May 2021, 4:05pm

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

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

Dundee and Angus College

Kingsway Campus, Old Glamis Road

Dundee

DD3 8LE

#### **Contact**

Annemarie Hannaway

#### **Email**

[a.hannaway@dundeeandangus.ac.uk](mailto:a.hannaway@dundeeandangus.ac.uk)

#### **Telephone**

+44 1382834834

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00221](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00221)

**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**

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

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

**II.1.1) Title**

## Associate Trainers Framework - Dundee and Angus College

Reference number

2021/DAC/CORP/APR

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

- 800000000 - Education and training services

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

Services

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

Dundee and Angus College are seeking to develop an Associate Trainer Service Provision Framework to meet both their ambition to grow their current training and consultancy services and the anticipated future demand within the sector.

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Digital Skills

Lot No

1

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Digital skills, cyber security and resilience and analysing/understanding big data are subjects required by individuals in a variety of posts from lower level to specialist skilled operators spanning all occupational sectors.

With the acceleration of digital, the following are also subject areas that are in high demand

Digitisation of processes - CRM Development - E-Commerce - Web Development - Data Analytics - Digital Marketing Strategy - Social Media Marketing /SEO - Software Development.

Accredited and non-accredited opportunities ranging from SCQF5 and above requested.

Training on commonly used and industry-standard software packages such as - Microsoft - Teams - One Note (Collaboration) and digital bookkeeping on a variety of software packages is also commonly requested.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

#### **II.2.1) Title**

Management Skills

Lot No

2

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Project management, change management,

managing through a crisis, managing a home-based team, leading and motivating teams, supervisory skills.

Assertiveness, change/recovery management, how to develop individuals and coaching skills and Insights profiling.

These subject areas are aimed at new supervisors and those wishing to upskill with the opportunity for career development. Accredited and non-accredited options are required. Non accredited options may last for half a day/day and will require to be contextualised to the needs of the business for bespoke contracts.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

#### **II.2.1) Title**

Marketing

Lot No

3

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

- 80000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Brand Creation and Management - Communications and PR - Marketing Strategy Development - Crisis Communications - Video production - Amplification Vs Publication are all areas of interest right now.

These are aimed at existing businesses who may be looking at business growth and entering new markets or businesses who have adapted their business model and are looking at a new target audience.

Graphic Design, and in particular 2d/3d animation and Photoshop/Illustrator for upskilling staff area also an area of interest.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

#### **II.2.1) Title**

Communication and Soft Skills

Lot No

4

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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



Delivering presentations, problem solving, assertiveness skills, customer service and communication within the workplace. Non accredited training opportunities with delivery focussing on introductory/intermediate level opportunities delivered over a half day/day duration.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

#### **II.2.1) Title**

Health and Safety

Lot No

5

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

- 800000000 - Education and training services

**II.2.3) Place of performance**

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

COSHH Awareness Training - Human Factors in Health and Safety - IOSH Managing Safely - IOSH Working Safely - IOSH Working Safely Including CSCS - NEBOSH - Occupational Health and Safety Course. There may be a requirement for non-accredited delivery

**II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

**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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

### **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) Description**

### **II.2.1) Title**

Construction and Trades

Lot No

6

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

City & Guilds 18th Edition Electrical Wiring – full course and industry update.

PAT testing and Inspection & Testing

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

### **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) Description**

### **II.2.1) Title**

Training and Assessing

Lot No

7

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Assessor and Verifier Qualifications

Coaching and Mentoring

Train the Trainer

Accredited and non-accredited options

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

### **II.2.1) Title**

Care

Lot No

8

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Safeguarding / child Protection and Adult Protection

Autism - Delivery for D&A certificated courses and SQA certificated courses

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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) Description**

#### **II.2.1) Title**

Mindfulness and Wellbeing

Lot No

9

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

- 800000000 - Education and training services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee and Angus

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

Mental Health First Aid

Train management staff to - Understand wellbeing Vs Mental Health and how better support their staff - How to manage staff with long term mental health issues - How to spot if staff are struggling with their mental health.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

Dundee and Angus College reserve the right to extend the contract for a further 12 months, subject to satisfactory performance and continued college requirements.

#### **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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **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

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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

14 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: 6 (from the date stated for receipt of tender)

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

Date

14 June 2021

Local time

12:00pm

Place

Dundee and Angus

Information about authorised persons and opening procedure

The Procurement Manager for Dundee and Angus College is the authorised opener.

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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: The duration of this contract is maximum 36 months from the estimated contract Start Date which is Monday 5th July, 2021. Thereafter the contract will be retendered in April 2024, assuming there is further requirement of this service by Dundee and Angus College

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18641. For more information see:

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

(SC Ref:653523)

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

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

Dundee Sheriff Court

6 W Bell Street

Dundee

DD1 9AD

Country

United Kingdom