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Tender

Scottish COVID-19 Inquiry (SCI) Transcription Services

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-010727

Procurement identifier (OCID): ocds-h6vhtk-03be99

Published 14 April 2023, 8:49am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Email

douglas.martin@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

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/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<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

Scottish COVID-19 Inquiry (SCI) Transcription Services

Reference number

CASE/656204

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish COVID-19 Inquiry (“SCI” or the “Inquiry”) requires real-time legal transcription services (the “Services”). The Inquiry will hold public hearings at its hearing venue which ordinarily will be broadcast via its website and YouTube channel. At such public hearings, the Inquiry requires real-time, legal transcription services to be performed on its behalf. The appointed Service Provider must have the necessary experience, ability, capacity, and resilience to perform the services described in this specification.

II.1.5) Estimated total value

Value excluding VAT: £1,071,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish COVID-19 Inquiry (“SCI” or the “Inquiry”) requires real-time legal transcription services (the “Services”). The Service Provider will provide real-time verbatim legal transcription of the proceedings.

II.2.5) Award criteria

Quality criterion - Name: Staffing and Capability / Weighting: 30

Quality criterion - Name: Methodology / Weighting: 35

Quality criterion - Name: Cyber Security / Weighting: 10

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

Price - Weighting: 70

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

Duration in months

39

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the period of contract for an additional period of up to 24 months (2 x 12 months), to no later than 31 October 2028.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority reserves the right to extend the period of contract for an additional period of up to 24 months (2 x 12 months), to no later than 31 October 2028.

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

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.

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:

Financial Ratios (ESPD 4B6) - Bidders must demonstrate a Current Ratio of 1.0 or more.

Current Ratio will be calculated as follows: Total Current Assets divided by Total Current Liabilities.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

- Public Liability Insurance (In the sum not less) - 1,000,000 GBP;
- Professional Indemnity Insurance (In the sum not less) - 2,000,000 GBP;
- Employer's Liability Insurance - employer's liability insurance in accordance with any legal obligation for the time being in force.

Such insurance must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the

Contract.

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

17 May 2023

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

17 May 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

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.

Tenderers are required to respond to Q4C.1.2 - Examples of similar service contracts, Q4C.4 relating to Supply Chain Management and Q4C.7 - Environmental Management and will also be asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23906. For more information see:

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

(SC Ref:729239)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom