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Tender

## **Assessment and Selection Services for Senior Civil Service Roles**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-011382

Procurement identifier (OCID): ocds-h6vhtk-043999

Published 9 April 2024, 9:09am

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Laura Vivian

#### **Email**

[laura.vivian@gov.scot](mailto:laura.vivian@gov.scot)

#### **Telephone**

+44 07467338120

**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**

Assessment and Selection Services for Senior Civil Service Roles

Reference number

CASE/690456

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

The Scottish Government requires to appoint a supplier of Psychometric assessment services to be used in relation to external and internal recruitment at all levels of the Senior Civil Service (SCS), ie primarily Deputy Director, Director and Director General Level. The successful tenderer will provide the service to the Senior Resourcing & Staffing Team in the Scottish Government.

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government requires to appoint a supplier of Psychometric assessment services to be used in relation to external and internal recruitment at all levels of the Senior Civil Service (SCS), ie primarily Deputy Director, Director and Director General Level. The successful tenderer will deliver a report for psychometric assessment services in relation to SCS recruitment and promotion at all levels that is compliant and incorporates the Scottish Government SCS Leadership Framework Criteria and the specific criteria for the post at SCS level.

The Supplier must be able to provide national coverage, with consistent levels of service for varied requirements as required by the Scottish Government and will work with them to ensure that best value for money is obtained in terms of delivery of the assessment centres.

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

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

Quality criterion - Name: Service Delivery And Approach / Weighting: 40

Quality criterion - Name: Staffing, Skills And Resources / Weighting: 20

Quality criterion - Name: Quality Management / Weighting: 15

Quality criterion - Name: Cyber Security / Weighting: 5

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 (BCDR) / Weighting: 5

Price - Weighting: 30

### **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

Initial duration will be 24 months with an option to extend the contract for an additional 12 months.

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

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

Minimum level(s) of standards required:

Bidders must demonstrate a Current Ratio of no less than 1.0. Current Ratio will be calculated as follows: Net current

assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent

company satisfies the financial requirements stipulated above.

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 of insurance indicated below.

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

Public Liability Insurance = 1 000 000 GBP.

Professional Indemnity Insurance = 1 000 000 GBP.

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

Selection criteria as stated in the procurement documents

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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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-004738](#)

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

14 May 2024

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 May 2024

Local time

12:00pm

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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 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. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenderers are also 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.



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 26144 and the ITT code is 53795. 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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish Ministers' commitment to contributing to the social, economic & environmental well-being of the people of Scotland, as described in the specification.

targeted employment support, recruitment and work-related training for priority groups within the community (for example long-term

unemployed and young people) as part of your proposed workforce for this project;

support for existing Charity and Third Sector Organisations that deliver benefits to the communities

Use of SMEs or supported businesses as part of your supply chain

up-skilling the existing workforce;

equality and diversity initiatives;

educational support initiatives.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26144. For

more information see:

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

(SC Ref:758645)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom