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Tender

## **Framework for the Provision of Temporary Legal Staff**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-012824

Procurement identifier (OCID): ocds-h6vhtk-0399f7

Published 4 May 2023, 3:14pm

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

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Contact**

Michael Brydon

#### **Email**

[michael.brydon@gov.scot](mailto:michael.brydon@gov.scot)

#### **Telephone**

+44 1312443619

#### **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/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**

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**

Framework for the Provision of Temporary Legal Staff

Reference number

case/628016

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

The Scottish Government Legal Directorate (SGLD) has a requirement to place a contract with an external service provider for the provision of a Framework for the Provision of Temporary Legal Staff in order to fill temporary gaps in staffing and/or in response to unforeseen business requirements for SGLD, the Office of the Advocate General, Public Local Inquiries and the Scottish Law Commission.

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

Value excluding VAT: £8,000,000

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

This contract is divided into lots: No

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

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKM - Scotland

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

The Scottish Government Legal Directorate (SGLD) has a requirement to place a contract with an external service provider for the provision of a Framework for the Provision of Temporary Legal Staff in order to fill temporary gaps in staffing and/or in response to unforeseen business requirements for SGLD, the Office of the Advocate General, Public Local Inquiries and the Scottish Law Commission.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

A 12 month option to extend will be included taking the total duration to 48 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

#### **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.

Up to a maximum of four (4) Contractors may be appointed to the Temporary Legal Staff Framework. Full details of the Call-Off procedures are detailed in Schedule 3 of the Framework Terms.

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## **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

Financial Ratio

Insurances

Minimum level(s) of standards possibly required

Ratio - Current Assets/Current Liabilities is equal to 1

Insurances

public liability insurance in the sum of not less than 1 million GBP;

professional indemnity insurance in the sum of not less than 1 million GBP; and

employer's liability insurance in accordance with any legal obligation for the time being in force.

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

List and brief description of selection criteria

4C.4 Please provide a statement of the relevant supply chain management and/or tracking systems used:

Minimum level(s) of standards possibly required

4C.4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply

chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

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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

Envisaged maximum number of participants to the framework agreement: 4

#### **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: [2023/S 000-002083](#)

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

Date

7 June 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

7 June 2023

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 invoicing will be accepted

Electronic payment will be used

**VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24097.  
For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

n/a

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

n/a

(SC Ref:731302)

## **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

Internet address

[www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court](http://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court)