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Tender

## **Services to Support Educational Attainment**

East Ayrshire Council  
Inverclyde Council

F02: Contract notice

Notice identifier: 2024/S 000-012941

Procurement identifier (OCID): ocids-h6vhtk-0453f5

Published 22 April 2024, 12:51pm

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

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

East Ayrshire Council

Corporate Procurement Team, London Road HQ

Kilmarnock

KA3 7BU

#### **Contact**

Lesley McLean

#### **Email**

[procurement@east-ayrshire.gov.uk](mailto:procurement@east-ayrshire.gov.uk)

#### **Telephone**

+44 1563576000

#### **Country**

United Kingdom

**NUTS code**

UKM93 - East Ayrshire and North Ayrshire mainland

**Internet address(es)**

Main address

<http://www.east-ayrshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00223](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00223)

**I.1) Name and addresses**

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

**Email**

[corporate.procurement@inverclyde.gov.uk](mailto:corporate.procurement@inverclyde.gov.uk)

**Telephone**

+44 1475712634

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.inverclyde.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://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](http://www.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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

## **I.4) Type of the contracting authority**

Regional or local 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**

Services to Support Educational Attainment

Reference number

PS/24/28

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

- 80000000 - Education and training services

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

Services

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

East Ayrshire Council acting as lead authority for this collaborative open framework in partnership with Inverclyde Council are seeking to award a multi-lot, multi-service provider framework to assist and support Education colleagues to comply with the over-arching statutory and legislative governance arrangements of the Council in relation to Standing Orders relating to Contracts and Financial Regulations as well as complying with the guidance as issued by the Scottish Government.

We are looking to develop opportunities which encourage and enhance current thinking around aspects of pedagogy or the development of various services and activities to enhance learning, development and wellbeing. Services and activities on the framework will bring together a range of professionals and partners to work directly with staff, pupils and their families, to reduce exclusion, improve relationships, increase attendance, promote wellbeing and mental health and raise attainment within Literacy and Numeracy for our children and young people.

It is crucial that the services being delivered via the framework promote excellence through raising achievement and improving outcomes: ensuring that every child and young person achieves the highest standards in literacy and numeracy, as well as the values, attitudes, knowledge and skills necessary to shape a sustainable future as successful learners, confident individuals, responsible citizens and effective contributors.

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

Value excluding VAT: £12,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
17

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

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

Activity Based Learning

Lot No

1

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

- 80100000 - Primary education services
- 80200000 - Secondary education services
- 80310000 - Youth education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that engages and encourages pupils to learn and develop through the participation in a range of learning activities and experiences. Services may include but are not limited to outdoor learning and sport and social activities.

#### **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

48

This contract is subject to renewal

No

### **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**

Mental Health, Mediation, Counselling, Support & Advice Services

Lot No

2

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

- 85312300 - Guidance and counselling services
- 85312320 - Counselling services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that provide professional assistance, guidance and support in resolving personal or psychological problems. Services may include but are not limited to group and/or one to one work with pupils or families, mental health counselling, befriending, mediation and services to promote positive mental wellbeing.

#### **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

48

This contract is subject to renewal

No

#### **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**

Creative Engagement

Lot No

3

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

- 80100000 - Primary education services
- 80200000 - Secondary education services
- 92340000 - Dance and performance entertainment services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that focuses on engaging pupils and learning through creative activities. Services may include but are not limited to, music, art, drama and dance.

### **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

48

This contract is subject to renewal

No

### **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**

External Tutors / Additional Support

Lot No

4

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

- 80100000 - Primary education services
- 80200000 - Secondary education services
- 80310000 - Youth education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services where external personnel offer additional support to pupils on a group or one to one basis. Services may include but are not limited to; resilience coaching, speech and language therapy, literacy and numeracy champions and Nurture support.

### **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

48

This contract is subject to renewal

No

#### **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**

Pupil Workshops

Lot No

5

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

- 80100000 - Primary education services
- 80200000 - Secondary education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that engages pupils on a particular subject, activity or project through discussion, performance or participation in class(s) dedicated to the project or activity. Services may include but are not limited to mindfulness, yoga, confidence building, nutrition, diversity, health and wellbeing (physical and mental).

### **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

48

This contract is subject to renewal

No

### **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**

Pupil Workshops

Lot No

6

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

- 80100000 - Primary education services
- 80200000 - Secondary education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that engage with parents and families to provide support to increase involvement in the pupil's learning. Services may include, but are not limited to, parental engagement workshops, leadership training, one to one sessions

#### **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

48

This contract is subject to renewal

No

#### **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**

Community Engagement

Lot No

7

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

- 80000000 - Education and training services
- 80400000 - Adult and other education services
- 80340000 - Special education services
- 98000000 - Other community, social and personal services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that focuses on engaging pupils, parents/carers and the wider community in learning and will build and develop local capacity. Services provided should draw on existing interventions and community programmes to build a stronger local community based on local needs and aspirations.

### **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

48

This contract is subject to renewal

No

### **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**

Mentoring

Lot No

8

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

- 80100000 - Primary education services
- 80200000 - Secondary education services
- 80340000 - Special education services
- 80400000 - Adult and other education services
- 80210000 - Technical and vocational secondary education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing a service that focuses on the support and encouragement of pupils to manage their own learning in order that they may develop their learning skills, improve their academic performance and maximise their potential. Services may include, but are not limited to, additional support with academic studies, coaching, youth work and support and mentoring programs.

### **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

48

This contract is subject to renewal

No

### **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**

Leadership for Pupils

Lot No

9

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

- 80100000 - Primary education services
- 80200000 - Secondary education services
- 80310000 - Youth education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Provide services that will develop leadership and team working skills in pupils of all ages and abilities across the local authority

### **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

48

This contract is subject to renewal

No

### **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**

Educational Leadership



Lot No

10

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

- 800000000 - Education and training services

**II.2.3) Place of performance**

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Provide services that will develop leadership skills in teachers and support staff as part of the local authority's commitment to career long professional learning.

**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

48

This contract is subject to renewal

No

**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**

Educational Assessments

Lot No

11

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

- 80340000 - Special education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing support and assessment materials primarily in the areas of Literacy, Numeracy and Health and Wellbeing. Services may include, but are not limited to, standardised and diagnostic assessment and screening tools.

### **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

48

This contract is subject to renewal

No

### **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**

Research & Improvement Consultancy

Lot No

12

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

- 75121000 - Administrative educational services
- 73110000 - Research services
- 73000000 - Research and development services and related consultancy services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that will support the local authority in seeking to close the poverty related attainment gap. Services may include, but are not limited to, data analysis and research based activities focused on data acquisition in relation to closing the poverty related attainment gap.

### **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

48

This contract is subject to renewal

No

### **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**

Developing the Young Workforce

Lot No

13

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

- 80200000 - Secondary education services
- 80210000 - Technical and vocational secondary education services
- 80310000 - Youth education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that will assist schools in developing skills for learning, life and work in children and young people in the broad general education, particularly for those young people with barriers to learning and at risk of disengaging from education early. Services may include but are not limited to work-related learning experiences and involvement with families or employers

#### **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

48

This contract is subject to renewal

No

#### **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**

Out of School Clubs

Lot No

14

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

- 80100000 - Primary education services
- 80200000 - Secondary education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that provides a regulated club that offers a safe environment for children outside of school hours. Clubs often include the provision of food and some activities or social element. These may include but are not limited to breakfast, after school and holiday clubs

### **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

48

This contract is subject to renewal

No

### **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**

Residential

Lot No

15

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

- 800000000 - Education and training services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Providing services that provides a learning and development experience for pupils and/or families away from the school/home environment.

### **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

48

This contract is subject to renewal

No

### **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**

Digital Skills Workshops

Lot No

16

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

- 80000000 - Education and training services
- 80100000 - Primary education services
- 80200000 - Secondary education services
- 72222300 - Information technology services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

To support children and young people to develop digital skills. Services may include but are not limited to coding workshops, programming skills, digital literacy, security, social media awareness.



### **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

48

This contract is subject to renewal

No

### **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**

Miscellaneous Services

Lot No

17

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

- 80100000 - Primary education services
- 80110000 - Pre-school education services
- 80200000 - Secondary education services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

This lot will provide for any service that doesn't easily fall into any of the categories above e.g. Pet Therapy, Bee Keeping, Massage-in-Schools, Barista training, cycle repairs and maintenance skills workshops. drug and alcohol awareness sessions, sexual health awareness, developing social skills/social networking, loneliness and social exclusion workshops, budgeting skills.

### **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

48

This contract is subject to renewal

No

### **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

The Provider(s) must have the appropriate qualifications, accreditations or certification where there is a regulatory body for the profession e.g. British Association for Counselling and Psychotherapy (BACP).

#### **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.2.2) Contract performance conditions**

The Service Provider (s) should ensure that their services are underpinned by Getting it Right for Every Child (GIRFEC) to support the overall outcomes for children.

In meeting these outcomes, the Provider shall deliver the Curriculum for Excellence published by the Scottish Government in 2009 and any document replacing or updating the same.

The Educational (Additional Support for Learning) Act 2004 as amended should be adhered to and the relevant policy and procedures of East Ayrshire Council adopted.

#### **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

Envisaged maximum number of participants to the framework agreement: 150

#### **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

31 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: 3 (from the date stated for receipt of tender)

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

Date

31 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**

The Buyer is using the Public Contracts Scotland portal to administer this tender process.

The nature of this contract means there will be no sub-contracting of services to other parties.

Community Benefits have been included within the contract. Community Benefits offered may include a range of opportunities for the wider community including learning and knowledge exchange in a variety of different formats including (but not limited to):

Work experience placements

Employment opportunities

Opportunities for sponsorship

Opportunities for community projects

Consultation and engagement with local communities

Promoting supply chain opportunities for Small of Medium-Sized

Enterprises (SME's), Supported Businesses and Social

Enterprises

Community Benefits delivered will be proportionate to the level of spend received through

this contract.

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=764074](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=764074).

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](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.

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:

Nature of services to be delivered is not suitable for sub-contracting to any third party provider

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:

Community Benefits offered may include a range of opportunities for the wider community including learning and knowledge exchange in a variety of different formats including (but not limited to):

Work experience placements

Employment opportunities

Opportunities for sponsorship

Opportunities for community projects

Consultation and engagement with local communities

Promoting supply chain opportunities for Small of Medium-Sized

Enterprises (SME's), Supported Businesses and Social

## Enterprises

Community Benefits delivered will be proportionate to the level of spend received through this contract.

(SC Ref:764074)

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

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

Kilmarnock Sheriff Court

St Marnock Street

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<https://www.scotcourts.gov.uk/the-courts/court-locations/kilmarnock-sheriff-court-and-justice-of-the-peace-court>