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Tender

## **Transcription Services for Public Inquiries ( 2 Lots)**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-013367

Procurement identifier (OCID): ocds-h6vhtk-02bbaa

Published 14 June 2021, 2:15pm

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

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

Scottish Government

4 Atlantic Quay, 70 York Street

Glasgow

G2 8JX

#### **Email**

[douglas.martin@gov.scot](mailto: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](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**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.pubiicontractsscotland.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.pubiicontractsscotland.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.pubiicontractsscotland.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**

Transcription Services for Public Inquiries ( 2 Lots)

Reference number

Case/559302

#### **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 Government has a requirement to place 2 separate contracts with external service providers for the following services:

Lot 1 - Transcription Services for Scottish Hospitals Inquiry.

Lot 2 - Transcription Services for Sheku Bayoh Inquiry

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

Value excluding VAT: £1,374,000

#### **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**

Transcription Services for Scottish Hospitals Inquiry

Lot No

1

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

- 32321300 - Audio-visual materials
- 79540000 - Interpretation services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Scottish Hospitals Inquiry is a Scottish public inquiry established in August 2020 by the Scottish Government under the Inquiries Act 2005. The Inquiry is chaired by the Right Hon. Lord Brodie QC PC. Further information about the Inquiry can be found on its website at <https://www.hospitalsinquiry.scot/>.

The Inquiry requires a verbatim written transcript of each Oral Hearing event to be produced within a specified period thereafter.

The Service Provider will provide an error-free, edited and corrected version of that transcript to the Inquiry within 24 hours of receiving the corresponding recording from the Inquiry, or other period agreed with the Service Provider.

The Inquiry will provide an audio-visual recording of proceedings from which the transcript should be made.

The Service Provider is required to complete this work remotely at their own location, and is not required to attend the Inquiry's premises.

The transcript will be published on the Inquiry's website and become a part of the permanent record of the Inquiry's work.

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

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

Quality criterion - Name: Methodology / Weighting: 35

Quality criterion - Name: Data Protection and Information Security / Weighting: 20

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

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

Price - Weighting: 30

#### **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

The Scottish Hospitals Inquiry reserve the option to extend for up to three (3) additional periods of up to twelve (12) months each, if such extensions will be required.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Scottish Hospitals Inquiry reserve the option to extend for up to three (3) additional periods of up to twelve (12) months each, if such extensions will be required.

#### **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**

Transcription Services for Sheku Bayoh Inquiry

Lot No

2

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

- 32322000 - Multimedia equipment
- 32321300 - Audio-visual materials
- 32232000 - Video-conferencing equipment
- 79540000 - Interpretation services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Sheku Bayoh Inquiry is a Scottish public inquiry announced in November 2019 by the Scottish Government under the Inquiries Act 2005. The Inquiry started its work in November 2020 and is chaired by the Right Hon. Lord Bracadale. Further information about the Inquiry can be found on its website at [www.shekubayohinquiry.scot](http://www.shekubayohinquiry.scot).

The Service Provider will provide real-time legal transcription of the proceedings. The transcript will be used by the following “Service Recipients”:

- a. the Inquiry’s Chair in the Hearing Room;
- b. other Inquiry team members;
- c. the legal representatives of core participants;
- d. legal representatives of those given leave to appear for particular hearings, during hearings both in its public hearing venue and by remote delivery online; and,
- e. any other party as authorised by the Chair; with each of these parties being able to make annotations to the transcript.

The Service Provider will provide an error-free, edited and corrected version of that transcript to the Inquiry by 9am on the next working day following a Hearing day or other period agreed with the Service Provider. This transcript will become a part of the permanent record of the Inquiry.

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

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

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

Quality criterion - Name: Methodology / Weighting: 40

Quality criterion - Name: Staffing and Capability / Weighting: 35

Quality criterion - Name: Data Protection and Information Security / Weighting: 10

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Option to extend for an additional period of up to 1 year.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for an additional period of up to 1 year.

### **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**

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: net current assets divided by net current liabilities.

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



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

Date

14 July 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 July 2021

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**

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.

Single Procurement Document will be scored on a pass/fail basis.

Award Criteria Questions can be found in the ITT together with the weightings.

Question scoring methodology for award criteria outlined in Invitation to Tender. Bidders must complete the SPD (Scotland) to demonstrate adherence to the exclusion and selection criteria for this procurement 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 questions 2C.1.1 (Reliance on the capacity of other entities) and 2D.1.2 (Subcontractors) on PCS-T.

These parties must complete the first 3 sections of the SPD form, as well as any part of the Section 4 selection criteria that the main

bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

4C.1.2 Bidders will be required to provide examples of similar services detailed as follows:  
Lot 1 - Scottish Hospitals Inquiry - examples of a verbatim written transcript service for

Oral Hearing events including full remote service provision.

Lot 2 - examples of operating a Real Time legal transcription service, a live verbatim transcript of proceedings of On-Site , Blended and full remote service provision.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18541. For more information see:

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

(SC Ref:656876)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom