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Tender

Human Resources Consultancy Services

Bòrd na Gàidhlig

F02: Contract notice

Notice identifier: 2023/S 000-014377

Procurement identifier (OCID): ocds-h6vhtk-03cdf7

Published 19 May 2023, 3:10pm

Section I: Contracting authority

I.1) Name and addresses

Bòrd na Gàidhlig

Great Glen House, Leachkin Road

Inverness

IV3 8NW

Contact

Karen Smith

Email

karen@gaidhlig.scot

Telephone

+44 1463225454

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

www.gaidhlig.scot

Buyer's address

www.publiccontractsscotland.gov.uk

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

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Gaelic Language Development

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Human Resources Consultancy Services

II.1.2) Main CPV code

- 79414000 - Human resources management consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Advise the Ceannard and senior management on matters relating to HR policy, employment best practice, remuneration, recruitment and retention, and administration.

Support and when appropriate initiate staff programmes for learning and development.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

3. KEY TASKS

Liaise as appropriate with Bòrd na Gàidhlig Head of Finance & Corporate Affairs and Operations Manager in order to discuss HR issues and priorities and to agree desired outcomes and deliverables.

Advise on formal correspondence between line managers and employees on matters of terms and conditions, salary, joining and exit events.

Maintain currency of employment contracts and staff policies and procedures in line with legislation, best practice, and staff consultation.

Advise on the performance appraisal process and remuneration planning

Advise senior management on legal and procedural requirements relating to staff issues.

Oversee HR administration and ensure correct use of HR software tools.

Quarterly HR Update report for management and board / committees.

Review, manage and keep up to date: employee contracts, employee files, policies, practices, and procedures.

Advise the Head of Finance & Corporate Affairs on any matter requiring remedy or action in relation to employee matters.

Advise on the consistent application of appraisal and objective-setting criteria across the organisation.

Act as a source of information to staff in relation to the support afforded them by the organisation as an aid to achieving a healthy work-life balance.

Advise on processes in relation to new starts, leavers, absence, maternity and paternity leave, retirement, secondments or placements to other organisations, entitlements etc as they arise.

Advise on training and coaching for all staff in relation to diversity, equality and other relevant matters, and for line managers in relation to management, objective-setting, and appraisals.

Advise in relation to disciplinary, grievance or other matters in which employee rights are in point (although this may also be sourced from legal advisers).

Support and advise individual staff and line managers on HR matters.

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

24

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend for up to a further three periods of 12 months each at the sole discretion of Bòrd na Gàidhlig

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

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

Bidders must be suitably qualified organisations or individuals with experience of HR practices in the public sector.

An understanding of the Gaelic language and development would be advantageous.

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.2.3) 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

2 June 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Scottish Gaelic

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 1 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

6 June 2023

Local time

9:30am

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

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=732371.

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.

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.

(SC Ref:732371)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court

Longman Road

Inverness

IV1 1AH

Telephone

+44 1463230782

Country

United Kingdom