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Tender

## **SPS-02053 Personal Development & Learning**

Scottish Prison Service

F02: Contract notice

Notice identifier: 2024/S 000-014696

Procurement identifier (OCID): ocds-h6vhtk-041799

Published 8 May 2024, 2:21pm

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

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

Scottish Prison Service

One Lochside, 1 Lochside Avenue

Edinburgh

EH12 9DJ

#### **Contact**

Jenny Cleworth

#### **Email**

[Jennifer.Cleworth@prisons.gov.scot](mailto:Jennifer.Cleworth@prisons.gov.scot)

#### **Telephone**

+44 1313303778

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

**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**

National or federal Agency/Office

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

SPS-02053 Personal Development & Learning

Reference number

SPS-02053

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

- 80400000 - Adult and other education services

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

Services

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

Provision of prison based Personal Development and Learning Service throughout Scotland in the public prisons operated by the SPS. The services will be provided to adults with varying degrees of pre-existing educational engagement; disadvantaged learners; 'young offenders' in custody (18-24): & occasionally 'young persons' in custody (16-17).

The services will include delivery of a varied curriculum of learning & skills in prisons; learning needs screening of persons following admission to custody; specialist screening (e.g. dyslexia) where required; & working with SPS to ensure progress against the SPS Personal Development & Learning Strategy.

The SPS is currently developing the next generation of its Personal Development & Learning Strategy, replacing both existing Learning & Skills Strategy (2016-2021) and Employability Strategy (2017-2022). The project team aims to create a single strategy which aligns with the Objectives and Principles set out in the current SPS Corporate Plan (2023-28).

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

This contract is divided into lots: No

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

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

- 75121000 - Administrative educational services
- 80000000 - Education and training services
- 80300000 - Higher education services
- 80490000 - Operation of an educational centre

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

NUTS codes

- UKM - Scotland

Main site or place of performance

All SPS establishments including the 14 Scottish Prisons and the 2 Community Custody Units - Bella and Lillas

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

The SPS shall commence this procurement process in good faith and with the intention of awarding a contract. The procurement will follow the Restricted Procedure utilising the Competitive Procedure with Negotiation procurement route.

Following publication of this Contract Notice a Single Procurement Document (SPD) will be made available to bidders, along with SPS's supporting guidance document.

Tender responses will then be evaluated by SPS. Following the evaluation of the SPD, shortlisted bidders will be provided with an Invitation to Tender (ITT). The ITT will be published by SPS and will be made available to bidders via the Public Contract Scotland Tender (PCS-T) portal, an e-Tendering System which can be accessed via the Public Contracts Scotland (PCS) website.

Supplier shall note that all documentation, including the SPD, is only available in electronic form and can be accessed via your web browser.

Bidders are required to complete the Online Qualification and Technical SPD (Scotland) Questionnaire on PCS-T.

### **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

60

This contract is subject to renewal

Yes

Description of renewals

There will be an optional extension period of up to a further 24 months

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

It is intended to invite a maximum of up to 5 bidders to the Invitation to Tender stage.  
These bidders shall have:

a) submitted a compliant submission, comprising the completed SPD;

- b) satisfied the relevant selection criteria under the exclusion grounds;
- c) Achieved the required standards with respect to:
  - (i) Minimum Standards of Eligibility - provided evidence of working on specified types of projects; and
  - (ii) Technical or Professional Ability - provided evidence demonstrating an acceptable level of technical or professional ability.
- d) Quality management systems in place;
- e) gained a PASS in respect of the financial and economic evaluation;
- f) achieved the highest total weighted scores available.

#### **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.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders will be required to have a minimum yearly turnover of GBP10m for the last two years in the business areas covered by the proposed contract. There must be no qualifications or contract-indications from any evidence provided in support of the bidders economic & financial standing.

Bidders must have the following minimum insurance levels:

Employers Liability insurance in accordance with any legal requirements in force for full time of any contract

Public Liability insurance of GBP10m.

Locking Indemnity of GBP100,000

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

List and brief description of selection criteria

#### **SPD Question 4C.2.1 Services– 40%**

Bidders shall provide a summary of two completed projects (delivered in the last three years) which demonstrate a proven track record of delivering development/employability and learning services. One example shall detail where they have managed multi-site services. The examples should include the widest range of capacities that would mirror the range of needs across the SPS landscape.

#### **SPD Question 4C.2.2 Qualifications – Pass/Fail**

Bidders are required to demonstrate that their organisation has (or has access to persons with) levels of relevant experience, qualifications and competence to support the proper performance of the Services. The Supplier will be required to ensure that persons delivering prisoner learning or developing materials for this hold a recognised teaching qualification.

#### **SPD Question 4C.2.3 Man Power – 30%**

Bidders are required to detail staffing levels for the previous 3 academic years.

#### **SPD Question 4C.2.4 Equipment – 20%**

It is a requirement under this contract that the successful bidder shall provide a hybrid model of learning which is digitally enhanced and supportive of digital literacy. The bidder shall be required to provide examples of how they have harnessed technology to deliver education services in different environments.

#### **SPD Question 4C.2.5 Subcontracting Pass/Fail**

The SPS intends to move forward with a single supplier contract. However, the bidder should provide examples of how they can utilise subcontracting to enhance development and learning opportunities that would involve engagement with communities, third sector and partner and youth work as examples.

#### SPD Question 4C.2.6 Products– 10%

The bidder shall be required to provide example learning plans, whole person assessments and internal management systems that capture performance metrics based on previous experience in projects of this nature.

#### SPD Question 4C.2.7 Quality Control Pass/Fail

Bidders will be required to confirm that they have any required quality control certificates (or from agencies of recognised competence) and detail what sets are taken to ensure appropriate quality control management standards have been consistently applied by the organisation within previous work or projects of similar nature.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The Supplier will be required to ensure that persons delivering prisoner learning or developing materials for this hold a recognised teaching qualification.

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

The bidder will be able to deliver & award activities that are accredited and related to the Scottish Credit and Qualifications Framework (SCQF) plus other relevant vocational qualifications. Bidder staff working in SPS premises will be subject to employer led vetting with Disclosure Scotland at Enhanced level and/or as required by the Protecting Vulnerable Groups (Scotland). The bidder will comply with the Data Protection Act 2018 in respect of the appropriate handling of personal data & records relating to learners using the Services. Parties working in SPS premises will be required to comply with prison Security regulations incl the provisions about Prohibited Items. SPS will seek assurances regarding workforce matters (including Living Wage) in respect of those engaged to provide the Services (this assurance will include any sub-contractor or training partner staff used to provide Services within SPS premises).

#### **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**

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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 000-033394](#)

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

Date

3 June 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

1 July 2024

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

English

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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 PCS-Tender to conduct this PQQ exercise. The Project code is 26391. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>. Requirements for Community Benefits shall be included within the ITT stage.

(SC Ref:766125)

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

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

Edinburgh Sherriff Court

27 Chambers St

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court](http://www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court)