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Tender

## **SLC Training and Employability Framework**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-015115

Procurement identifier (OCID): ocds-h6vhtk-02c27f

Published 1 July 2021, 4:34pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Contact**

Audrey Faulds

#### **Email**

[audrey.faulds@southlanarkshire.gov.uk](mailto:audrey.faulds@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**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/>

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.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**

SLC Training and Employability Framework

Reference number

SLC/PS/FINCOR/20/114

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

- 80000000 - Education and training services

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

Services

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

The Council are seeking to establish a multi Lot - Multi Provider Framework. The focus of the Framework will be on equipping individuals with the flexible support, training and skills they require to prepare for, enter and remain in employment, education, training or volunteering and provide support for individuals who are in employment but are in receipt of low incomes and likely to be living in poverty.

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

Value excluding VAT: £28,000,000

### **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**

Lot 1 Health, Wellbeing and Emotional Supports

Lot No

1

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

- 80000000 - Education and training services
- 80200000 - Secondary education services
- 80210000 - Technical and vocational secondary education services
- 80211000 - Technical secondary education services
- 80300000 - Higher education services
- 80310000 - Youth education services
- 80420000 - E-learning services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire

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

The Council are seeking providers who can deliver a range of services designed to address specific issues relating to health, financial and wellbeing and specific barriers including debt and financial issues, mental and physical health issues including but not limited to: -

- support to improve health and fitness.
- activities designed to increase engagement and confidence including arts and crafts and cultural input.
- counselling and mental and physical health supports
- advice and guidance relating to alcohol and drug misuse.
- financial advice and support.
- therapeutic interventions.
- specialist supports and interventions

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

**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: Yes

Identification of the project

EU Funding

**II.2) Description**

**II.2.1) Title**

Lot 2 Sector/Vocational and Employability Skills Training (Accredited or non accredited

Lot No

2

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

- 800000000 - Education and training services

- 80200000 - Secondary education services
- 80210000 - Technical and vocational secondary education services
- 80211000 - Technical secondary education services
- 80212000 - Vocational secondary education services
- 80300000 - Higher education services
- 80310000 - Youth education services
- 80420000 - E-learning services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire

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

Services to be provided under this Lot will cover all industry sector specific training, whether vocational accredited or non-accredited qualifications.

The qualifications can be vocational qualifications and accredited and non-accredited training.

The services will be tailored to individuals who require re-skilling or up-skilling support, those who require job specific skills to meet employer needs, those with multiple barriers.

It is expected that individuals accessing the Services to be provided under this Lot will have the opportunity to obtain Scottish and National Vocational Qualifications in line with SCQF, ISCED and industry standards.

Providers in this Lot will be expected to provide all essential Personal Protective Equipment to allow this training to be safely undertaken.

For some call off contracts awarded under this Lot there may be a requirement for the provider to hold the relevant qualifications/accreditations to provide the services. This possible requirement is referred to in the Specification”

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

**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: Yes

Identification of the project

EU Funding

**II.2) Description**

**II.2.1) Title**

Lot 3 Holistic Employability - End to End Services

Lot No

3

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

- 800000000 - Education and training services

- 80200000 - Secondary education services
- 80210000 - Technical and vocational secondary education services
- 80211000 - Technical secondary education services
- 80300000 - Higher education services
- 80420000 - E-learning services
- 80212000 - Vocational secondary education services
- 80310000 - Youth education services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire

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

Providers in this Lot will be bidding to deliver an end to end programme and will be expected to deliver activity at all stages of the employability skills pipeline.

Services to be provided under this Lot will include a holistic employability service provided to individuals on an employability journey.

This will include key interventions at each stage of the employability skills pipeline. Employability delivery will be customised to meet the needs of employers, supporting new recruits and individuals seeking sustainable employment.

End to end delivery will focus on participants from entry via referral, responding to a marketing campaign etc. and will support them for a period to undertake and progress through the stages of the employability pipeline to achieve key outputs and outcomes, with the aim at the end of the provision of the Services of having entered work /education/training or volunteering (full or part time).

The programme of activity should be customised to customer/target groups and employers across the stages of the pipeline.

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



Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

**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: Yes

Identification of the project

EU Funding

**II.2) Description**

**II.2.1) Title**

Lot 4 Employability Delivery Support Services

Lot No

4

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

- 800000000 - Education and training services

- 80200000 - Secondary education services
- 80210000 - Technical and vocational secondary education services
- 80211000 - Technical secondary education services
- 80212000 - Vocational secondary education services
- 80300000 - Higher education services
- 80310000 - Youth education services
- 80420000 - E-learning services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire

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

Providers appointed to this Lot will be expected to provide disparate but key services that are not contained within the other Lots. Those services will support the awareness raising, delivery and monitoring of employability services including but not limited to:-

-Video, information films and promotional clips for

social media services;

-Provision of supports/editing to prepare lived

experience video diaries and case studies;

-Qualitative research evaluation supporting the

development of employability services;

-Social media development services to promote

employability service delivery

-Miscellaneous services – any employability services

aspect not already covered in one of the other Lots

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

### **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: Yes

Identification of the project

EU Funding

## **II.2) Description**

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

Lot 5 ACE Rural (Access Choices & Employment)

Lot No

5

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

- 800000000 - Education and training services

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

NUTS codes

- UKM95 - South Lanarkshire

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

this will be a call off from Lot 3 of the Framework

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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

Duration in months

10

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: Yes

Identification of the project

EU Funding

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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

##### **SPD Question 4A.1 Trade Register**

It is a requirement of this Framework that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

##### **SPD Question 4A.2 Authorisation/Membership**

Where it is a requirement of a specific training course that the training organisation is accredited to be able to issue qualification certification, this service will be made a requirement under some future mini competitions.

Note however, not all training will require a qualification to be issued upon completion of training.

This is not a mandatory requirement of every training delivery, but this information will inform as to supplier accreditation to issue qualifications.

Applicants should indicate if they are accredited to issue qualifications, and which qualifications they are accredited to issue in SPD Question 4A 2.2.

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

List and brief description of selection criteria

##### **SPD Question 4B.4 Economic and Financial Standing**

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If

a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

Minimum level(s) of standards required:

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

List and brief description of selection criteria

#### SPD Question 4C.1.2 Technical and Professional Ability

Bidders should provide 3 relevant examples of services of a similar size and nature to the services in each of the lots they are bidding for which they have delivered in the last 3 years. (No more than one page of A4 Arial 11 for each example is sought)

The details should include but not be limited to:

to whom training was delivered, including quantities for training and

qualifications gained / not gained;

the training delivered and qualifications gained;

duration and content, including how content was adapted to meet

participants' needs;

steps taken to keep target group on track to gain the qualification;

Monitoring and evaluation of delivery

How delivery can be adapted to meet the challenges of moving to post-

pandemic delivery involvement of the participants in planning /meeting

outcomes;

Bidders should provide 3 relevant examples for each of the individual lots they are bidding for evidencing their organisation's track record of delivery.

Technical and Professional Ability (Sub-Contracting)

Applicants will be required to confirm if they intend to subcontract and, if so, for what proportion of the contract.

SPD Question 2.C.1 Reliance on the capacities of other entities,

Applicants are required to complete a full SPD for each of the entities whose capacity they rely upon.

Subcontractors on whose capacity the applicant does not rely

Applicants who are successful in joining the Framework will be asked whether they intend to subcontract within the ITT Tender. A shortened version of the SPD covering the exclusion grounds will require to be completed by each Subcontractor so identified and uploaded within the ITT Technical Envelope.

Minimum level(s) of standards required:

SPD Question 4C.6 Technical and Professional Ability (Qualifications)

For some call off contracts awarded under any of the Lots there may be a requirement for the provider to hold the relevant Scheme Membership in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007. This possible requirement is referred to in the Specification.

Minimum level(s) of standards possibly required

SPD Question 4D.1 Quality Assurance Schemes

It is a mandatory requirement of this DPS that applicants hold the following quality



standard(s) or accreditation(s): either ISO 90001:2015

Quality Management System or an equivalent independently verified quality standard

Or

The Applicant must have the following:-

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the applicant has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is

periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

b. Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that

the applicant's quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of

output and general performance.

c. A documented process for ensuring that quality management is effective in reducing/preventing incidents of sub-standard delivery, this

must include the quality of output and general performance. The applicant must be able to provide copies of their organisation's

documentation procedures, that meet current agreed good practice. These must include the arrangements for quality management

throughout the applicant's organisation. They must set out how the applicant's organisation will carry out its policy, with a clear indication

of how the arrangements are communicated to the workforce.

d. Documented arrangements for providing the applicant's workforce with quality related training and information appropriate to the type

of work for which this organisation is likely to bid. This will demonstrate that the organisation has in place and implements training

arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These must

include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including

copies of job profiles; training manuals and records.

e. Documented arrangements that your organisation has a system for monitoring quality management procedures on an on-going basis. The

applicant's organisation must be able to provide evidence of systematic, periodic review and improvement of quality in respect of output

and general performance

f. Documented arrangements for ensuring that the applicants apply quality management measures that are appropriate to the work for which

they are being engaged.

g. A documented process demonstrating how the applicant deals with complaints. The applicant must be able to provide details of how

their organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.

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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

**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 August 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

2 August 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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

SPD Question 2.C.1 Reliance on the capacities of other entities

Applicants are required to complete a full SPD for each of the entities whose capacity they rely upon.

Subcontractors on whose capacity the applicant does not rely:

Applicants who are successful in joining the Framework will be asked whether they intend to subcontract within the ITT. A shortened version of the SPD covering the exclusion grounds will require to be completed by each Subcontractor so identified and

uploaded within the ITT Technical Envelope.

Exclusion Criteria

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.

SPD Questions 3A – 3C have been identified as mandatory exclusion grounds and SPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds

an application to join the Framework will be excluded where the applicant fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds an application

may be excluded where the applicant fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

## Declarations and Certificates

The applicants recommended to join the Framework will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

ESPD Question 2D.1 Prompt Payment Certificate

ESPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

ESPD Question 3A.6 Modern Slavery Act 2015 Declaration

ESPD Question 3D.3 Human Rights Act Declaration

ESPD Question 3D.11 Non-Collusion Certificate

ESPD Question 4B.5.1 Insurance Certificates

ESPD Question 4C.6 Protection of Vulnerable Groups

In the case of this open tendering procedure this information will be requested by the Council when applicants are recommended for

award to the Framework prior to the issue of any mini competitions under the Framework.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 38783. 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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Bidders will be invited to detail the specific community benefits they will deliver in relation to any call off contract awarded to them under this Framework”.

Examples of Community benefits are available within the tender documentation.

(SC Ref:648308)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

[hamiltoncivl@scotcourts.gov.uk](mailto:hamiltoncivl@scotcourts.gov.uk)

Telephone

+44 1698282957

Country

United Kingdom

Internet address

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

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

In Scotland, the alternative review body is

Court of Session

Parliament house

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.corts@scotcourts.gov.uk](mailto:supreme.corts@scotcourts.gov.uk)