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Tender

Provision of a Self Service System for all SPS Sites

Scottish Prison Service

F02: Contract notice

Notice identifier: 2022/S 000-016572

Procurement identifier (OCID): ocds-h6vhtk-02dc3d

Published 16 June 2022, 3:28pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

Contact

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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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of a Self Service System for all SPS Sites

Reference number

01948

II.1.2) Main CPV code

- 72500000 - Computer-related services

II.1.3) Type of contract

Services

II.1.4) Short description

SPS recognises that the ability of those in custody to develop their digital skills is limited to that of a classroom setting. As a result, the SPS has undertaken an active role in promoting the use of digital technology within its establishments, through the use of virtual visits and mobile phone technology. More recently, the SPS has undertaken a Proof of Concept (Test of Change) for a KIOSK service in one of its operational Establishments. Following the success of the PoC, the SPS is now looking to roll this out to all SPS operational Establishments.

One of the Digital Strategy's objectives is to enhance the digital skills of the Purchaser's staff group and move away from various transaction activities that take up a considerable amount of their time. The Purchaser's staff still rely extensively on paper based systems for managing basic day-to-day activities (including menu choice, staff requests, canteen purchases and other regular tasks). Research has identified that adoption of new technology requires active engagement and perceived positive outcomes from the user group(s) in order to accept new ways of working.

As a result of the above, the purpose of this tender activity is to appoint a supplier to install and manage a Self Service System to all operational Establishments. The system will include a standalone managed portal with a range of modules (including menu selection, PPC balance, staff messaging and notice board). The Contract Term shall be for a period of 5 years, plus up to an additional 2 year extension option.

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

Main site or place of performance

All SPS Sites

II.2.4) Description of the procurement

The SPS has commenced this procurement process in good faith and with the intention of awarding a contract. Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD (Scotland)) will be published by SPS and will be made available to bidders on Public Contract Scotland - Tender. Tender responses will then be evaluated by the SPS in accordance with the ITT.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35

Price - Weighting: 65

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

This contract may be extended by an additional up to 2 years.

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.1.2) Economic and financial standing

List and brief description of selection criteria

Financial information will be evaluated as Pass or Fail using turnover as a percentage of SPS business, the ratio between assets and liabilities, interest cover, gross margin and operating margin.

- Assessment will reflect SPS's consideration that there are no adverse financial factors noted and the bidder assessed as a low or acceptable level of commercial risk for SPS – (Pass).

- Where, in the view of the SPS the bidder has insufficient financial or economic resources to undertake a contract of this scale and/or the bidder's financial position is likely to put the contract at risk should they be awarded the contract, the SPS reserves the right to exclude (Fail) an organisation from the tender stage.

- Failure to provide the requested financial information will result in a Fail.

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

As stated in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-021710](#)

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

Date

29 July 2022

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

29 July 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21643. 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 requirements have been included in the ITT. A summary of the key areas are as follows:

- Employment of new entrants (e.g. apprenticeships, work placements, other trainees, etc.);
- Engagement of Supported Business, Social Enterprise or Third Sector organisation
- Local economy engagement.

Other Community benefits proposals which will improve the economic, social or environmental wellbeing of the local area where the contract is being delivered.

(SC Ref:697265)

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