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Tender

## **Grant Management Services and Digital Support for the DigitalBoost Fund (DBF)**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-017118

Procurement identifier (OCID): ocds-h6vhtk-02ca4c

Published 20 July 2021, 5:05pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Emma Dancer

#### **Email**

[Emma.Dancer@gov.scot](mailto:Emma.Dancer@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**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.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**

Grant Management Services and Digital Support for the DigitalBoost Fund (DBF)

Reference number

CASE/563022

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

- 75100000 - Administration services

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

Services

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

The Scottish Government's Digital Economy Unit is seeking a suitably qualified and experienced supplier with a proven track record in administering large volumes of funding support and specialist advice to support SMEs to adopt digital technologies. The supplier will undertake the administration and management – including digital advice, capacity building, marketing, monitoring and post-programme appraisal – of the DigitalBoost Fund (DBF) from 22 November 2021 – 31 March 2022.

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

This contract is divided into lots: No

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

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

- 75112100 - Administrative development project services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government's Digital Economy Unit is seeking a suitably qualified and experienced supplier with a proven track record in administering large volumes of funding support and specialist advice to support SMEs to adopt digital technologies. The supplier will undertake the administration and management – including digital advice, capacity building, marketing, monitoring and post-programme appraisal – of the DigitalBoost Fund (DBF) from 22 November 2021 – 31 March 2022.

The contract is being procured following the Cabinet Secretary for Economy and Finance making funding available to support businesses to take advantage of digital technologies and digital skills. The funding is focused specifically on increasing SME digital capability and capacity in order to improve productivity, strengthen business resilience and support Scotland's economic recovery.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Start date

22 November 2021

End date

30 June 2022

This contract is subject to renewal

Yes

Description of renewals

The Scottish Government reserve the option to extend the Contract until 30 June 2023.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The Scottish Government reserve the option to extend the Contract until 30 June 2023.

The Scottish Government reserve the option to scale-up the Contract. The maximum available scale-up budget will be 2 000 000 GBP (excluding VAT).

### **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.2.14) 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.

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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 must refer to the SPD Bidders Guidance Instructions document concerning Section B, part IV, Economic and Financial Standing selection criteria. SPD (Scotland) Selection Criteria Section, question Section B, part IV, Economic and Financial Standing:

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4B.1.1, 4B.3, 4B.4, 4B.5.1A, 4B.5.1B and 4B.5.2.

Minimum level(s) of standards possibly required

Statements for:

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4B.1.1 - Bidders will be required to have a minimum “general” yearly turnover of 1 500 000 GBP for the last two years.

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4B.3 – Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

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4B.4 - Bidders will be required to state the value of the following financial ratio for the last two years:

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Type of Ratio: Current Ratio

Description: The ratio will be calculated as follows: total current assets divided by total current liabilities.

Minimum Requirement: 1.0

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4B.5.1A, 4B.5.1B & 4B.5.2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

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Professional Risk Indemnity Insurance: 5 000 000 GBP

Employer’s (Compulsory) Liability Insurance: 5 000 000 GBP

Public Liability Insurance: 1 000 000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

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

## List and brief description of selection criteria

Bidders must refer to the SPD Bidders Guidance Instructions document concerning Section C, part IV, Technical and Professional Ability selection criteria. SPD (Scotland) Selection Criteria Section, question Section C, part IV, Technical and Professional Ability:

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4C.1.2 and 4C.10.

Minimum level(s) of standards possibly required

Statements for:

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4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

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4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract (FOR INFORMATION PURPOSES ONLY).

## **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

20 August 2021

Local time

2:00pm

### **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

20 August 2021

Local time

2:00pm



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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**

SPD (SCOTLAND) - SELECTION STAGE

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Tenderers must submit responses to each question contained in the SPD (Scotland) (Qualification Envelope in PCS-t).

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The SPD will be scored on a 'Pass'/'Fail' basis. Only tenders that achieve a 'Pass' for all questions in the SPD (Scotland) will have their tender considered further and will proceed to the Quality and Price Analysis.

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FOR THE PURPOSES OF SPD (SCOTLAND) SELECTION QUESTION 4C.1.2:

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4C.1.2 requirement:

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Please provide detail on two 'reference projects' of similar scope and size and performed during the past three years which delivered digital support programmes/initiatives - demonstrating that your organisation has the necessary experience, expertise and capability to support and advise SMEs to improve their digital capacity and capability.

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As a minimum, responses should describe:

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(a) How your organisation has administered effective grant funding support for SME digital projects;

(b) How your organisation has provided advice to SMEs on designing and developing digital projects.

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4C.1.2 question scoring methodology:

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0 = Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

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1 = Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

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2 = Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

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3 = Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

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4 = Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

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A moderated average score of '2' or more will be considered a 'Pass'.

A moderated average score of less than '2' will be considered a 'Fail'.

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Tenders which do not achieve a 'Pass' for Selection Question 4C.1.2 in the SPD (Scotland) shall not proceed to the Quality and Price Analysis.

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## AWARD STAGE

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The Award Criteria will be Price 30% / Quality 70%.

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Question scoring methodology for Award Criteria:

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0 = Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement

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1 = Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

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2 = Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

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3 = Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19250. 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>

(SC Ref:661093)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom