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Tender

Framework Agreement for Provision of Online Training Courses with Learner Management System

West College Scotland

F02: Contract notice

Notice identifier: 2025/S 000-017179

Procurement identifier (OCID): ocds-h6vhtk-04dba3

Published 28 April 2025, 8:55am

Section I: Contracting authority

I.1) Name and addresses

West College Scotland

Renfrew Road

Paisley

PA3 4DR

Contact

Claire Earnshaw

Email

procurement@wcs.ac.uk

Telephone

+44 3006006060

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.westcollegescotland.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465

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

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement for Provision of Online Training Courses with Learner Management System

Reference number

WCS 20/155

II.1.2) Main CPV code

- 80420000 - E-learning services

II.1.3) Type of contract

Services

II.1.4) Short description

This Framework Agreement for the provision of online training courses with learning platform will include the following;

- provision of suitable approved online training courses with supplementary learning materials where relevant;
- sourcing and enrolling eligible learners for the College; and
- an effective, user-friendly Learner Management System to track progress and encourage learners to submit their initial assignment

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80530000 - Vocational training services
- 80521000 - Training programme services
- 80531000 - Industrial and technical training services
- 80510000 - Specialist training services
- 48931000 - Training software package
- 72212931 - Training software development services
- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

This requirement is to be delivered online.

II.2.4) Description of the procurement

West College are looking to appoint a number of Service Providers to a multi-supplier framework agreement for the provision of online training courses with learning platform.

This requirement is anticipated to include:

- assisting the College to source and enrol eligible learners
- providing approved online learning resources (with supplementary learning materials where relevant)
- providing a Learner Management System to track progress and encourage learners to submit their initial assignment

Service providers are also expected to provide the following services as part of the contract:

- Promotion of the College portfolio of online courses to appropriate target audiences
- Sourcing learners from the West Region of Scotland

- Ensuring learners are tracked through the College enrolment process
- Engaging learners through welcome and introduction activity
- Ensuring that learners are inspired to continue beyond the initial learning milestones
- Tracking learner progress throughout learner journey and liaise with the College
- Liaising with the College on agreed target audiences to ensure planned and effective marketing and promotion campaigns
- Management of payment information to staff marking courses
- E-certification system built in for all courses to include creation, dissemination and reporting on certification process
- A system that includes API Integration Functionality. This should support bi-directional integration (via open API) to enable real-time updates between the Learning Management System and the College's Management Information System (MIS), including:

Inputs: Automatic syncing of student enrolments from the College's MIS into the LMS

Outputs: Submission of learner progress, attendance, and assessment records to the College's MIS for compliance and reporting

A wide range of courses is required as detailed in section 3.1 of the Specification of Requirements.

The procurement involves the establishment of a framework agreement with several operators.

II.2.5) Award criteria

Quality criterion - Name: As detailed in the ITT documents / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £6,000,000

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

West College Scotland reserves the right to extend the Framework Agreement twice, for a period of up to 12 months each time, subject to satisfactory performance and continued Authority requirements.

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

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

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

Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or membership.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a minimum yearly "general" turnover of (1,000,000) GBP for the last 3 years.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract,

the types and levels of insurance indicated below:

Professional Risk Indemnity: GBP 2 Million

Employer's (Compulsory) Liability: GBP 5 Million

Public Liability: GBP 5 Million

3rd Party Motor Vehicle Insurance

A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide 3 examples of services carried out in the past 5 years that demonstrates they have the relevant experience to deliver the services described in the Contract Notice. The services must be of a similar size and scope that demonstrate delivery of service spread of curriculum areas.

Unsatisfactory experience will result in exclusion from the tender process.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2D.1.2 of the qualification envelope.

Please provide details of the environmental management measures which the bidder will be able to use when performing the contracts:

Bidders will be required to provide assurance that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions.

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

Envisaged maximum number of participants to the framework agreement: 3

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: [2025/S 000-003726](#)

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

Date

15 May 2025

Local time

4:00pm

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

15 May 2025

Local time

4:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to be published:

March 2029

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

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent 3rd-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

H&S Procedures

1. The bidder must hold a UKAS (or equivalent), accredited independent 3rd-party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

- 4a The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

Note - Organisations with fewer than 5 employees are not required by law to have a documented policy statement.

- 4b. A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents. This must provide details of the arrangements for H&S management that are relevant to the nature and scales of the requirement.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent 3rd-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment-SPD question 4D.2.

Data hosting

If the data is to be hosted in a Country out-with the EEA, and is not included in the ICO's 'adequate' list, the relevant safeguards must be in place. Detail of where the data is to be hosted and any safeguards (if required) must be provided. If the bidder does not demonstrate that the relevant safeguards are in place (if required) their bid will be non-compliant and not proceed any further.

Alignment to Web Content Accessibility Guidelines (WCAG) 2.2 AA Standard or newer

Full accessibility across the system is required to meet the most up-to-date WCAG (Web Content Accessibility Guidelines) minimum of 2.2 AA Standard as well as the latest UK Government Guidance on the accessibility requirements for public sector bodies or evidence (statement) of working towards those regulations. Bidders who cannot evidence this through provision of a relevant Accessibility Statement will fail. Their bid will be deemed non-compliant and not proceed further.

Awarding Bodies

Bidders must state all Awarding Bodies they will work with for the delivery of these requirements. Where a bidder has a plan to work with an Awarding Body they must provide a timeline to achieving the relevant accreditation.

If the bidder does not clearly confirm this their bid will be non-compliant and not proceed any further in the evaluation.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 59043. 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:

Please see the following examples of acceptable Community Benefits:

- Internships on Digital learning
- Work experience in relevant industry

(SC Ref:797026)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom