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Tender

## **IPED - The Supply and Support of a Correspondence Management System**

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-017492

Procurement identifier (OCID): ocds-h6vhtk-04bde6

Published 29 April 2025, 9:59am

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

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Email**

[michael.brydon@gov.scot](mailto:michael.brydon@gov.scot)

#### **Telephone**

+44 1312443619

#### **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

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=6d5f9100-caea-40b2-810a-910158cb5df4&\\_ncp=1745415932357.53042-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=6d5f9100-caea-40b2-810a-910158cb5df4&_ncp=1745415932357.53042-1)

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/esop/pts-host/public/pts/web/login.html?VISITORID=6d5f9100-caea-40b2-810a-910158cb5df4&\\_ncp=1745415932357.53042-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=6d5f9100-caea-40b2-810a-910158cb5df4&_ncp=1745415932357.53042-1)

## **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**

IPED - The Supply and Support of a Correspondence Management System

Reference number

664929

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

- 72512000 - Document management services

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

Services

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

The Scottish Government is seeking a suitably qualified and experienced service provider who will be responsible for the supply and support of a new Correspondence Management System. Both the Solution, and Services, which are to be provided by the Service Provider will form the core of a wider Correspondence Management capability, including updated operating models and business process improvements, to be implemented by the SG.

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

Value excluding VAT: £2,500,000

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

This contract is divided into lots: No

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

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

- 48311000 - Document management software package

- 48311100 - Document management system
- 72212311 - Document management software development services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government is seeking a suitably qualified and experienced service provider who will be responsible for the supply and support of a new Correspondence Management System. Both the Solution, and Services, which are to be provided by the Service Provider will form the core of a wider Correspondence Management capability, including updated operating models and business process improvements, to be implemented by the SG.

The purpose of this procurement is to provide a platform to manage the processing of the vast and varied correspondence submitted through various channels in a secure and managed software as a service solution.

The correspondence in scope for this solution that are received into Scottish Government via various channels that can be categorised as one of four key types -

- Ministerial Correspondence
- General Correspondence
- Freedom of Information (FOI) Requests
- Parliamentary Questions

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Initial contract period will be 24 months with the possible extension of a further 24 months.

#### **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.

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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

Financial Ratio

Minimum Insurance Levels

Minimum level(s) of standards possibly required

Financial Ratio - Current Ratio is equal to or greater than 1.0 (Current Assets / Current Liabilities)

Insurances

Public Liability - 1 million GBP

Professional Indemnity - 1 million GBP

Employer's liability - 5 million GBP

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

List and brief description of selection criteria

4C.4 - Supply Chain Management/Tracking Systems Used.

4C.7 - Environmental Management Measures.

4C.10 - Subcontractors

Minimum level(s) of standards possibly required

4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of: a)

their standard payment terms b)  $\geq 95\%$  of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

4C.7 - Bidders will be required to provide evidence 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. This does not need to contain calculated carbon emissions.

4C.10 - Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-037778](#)

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

Date

6 June 2025

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

6 June 2025

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 invoicing will be accepted

Electronic payment will be used

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29099. For more information see:

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

(SC Ref:796999)

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

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

Edinburgh Sherriff Court

Sheriff Court House, 27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom