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Tender

The Provision of In Class Support Services

City of Glasgow College

F02: Contract notice

Notice identifier: 2024/S 000-017650

Procurement identifier (OCID): ocds-h6vhtk-046e1f

Published 6 June 2024, 4:43pm

Section I: Contracting authority

I.1) Name and addresses

City of Glasgow College

190 Cathedral Street

Glasgow

G1 2AD

Contact

Rachel Park

Email

Rachel.Park@cityofglasgowcollege.ac.uk

Telephone

+44 01413755108

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453

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/>

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Provision of In Class Support Services

Reference number

CS/CoGC/24/26

II.1.2) Main CPV code

- 80340000 - Special education services

II.1.3) Type of contract

Services

II.1.4) Short description

City of Glasgow College requires in-class support through the provision of non-medical person help (NMPH) due to increased requirements. This is inclusive of day, weekend and evening students.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80340000 - Special education services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

City of Glasgow College

II.2.4) Description of the procurement

City of Glasgow College are seeking a supplier for the provision of In Class Support Services (non-medical person help) for students with a disability, health condition and/or an additional support need (ASN). This is inclusive of day, weekend and evening students.

Services can include, but are not limited to: Mentors (Mental Health, Autism); Proof Readers; Note Takers; Personal Assistance; Exam/Assessment Support; Mobility Support; Study Skills Support (ASD, ADD, ADHD); Scribes; Prompts.

II.2.5) Award criteria

Quality criterion - Name: Case Studies / Weighting: 20

Quality criterion - Name: Methodology & Approach / Weighting: 10

Quality criterion - Name: Support Vetting & Selection / Weighting: 10

Quality criterion - Name: Support Competency & Performance Review / Weighting: 10

Quality criterion - Name: Required Expertise / Weighting: 7

Quality criterion - Name: Administration & Management / Weighting: 5

Quality criterion - Name: Equality, Diversity & Inclusion / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 3

Price - Weighting: 30

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Contract duration will be 2 years with the option to extend for a further 2 x 12 months. A new contract will be put in place at the end of the total contract duration.

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

The College will use the following ratios to evaluate a bidder's financial status.

Bidders must confirm within their response to the relevant question within the 'Qualification envelope' that as a minimum, 2 out of the 3 ratios can be met and what the value of each ratio is.

The 3 ratios to be evaluated are:

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.

Where 2 out of the 3 ratios cannot be met, the College may take the undernoted into consideration when assessing financial viability and the risk to the College, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This 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 cash-flow?

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 College will obtain an Equifax Report or similar financial verification systems to validate the information provided.

Please refer to Part 4 B

Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 10,000,000 GBP

Professional Liability Insurance = 2,000,000 GBP

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders will be required to comply with the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 (the "PVG" Act"). Services provided under the contract will only be carried out by individuals who are Scheme Members under the PVG Act.

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

8 July 2024

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

IV.2.7) Conditions for opening of tenders

Date

8 July 2024

Local time

12:00pm

Place

Glasgow

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This contract will be reviewed six months prior to the contract ending.

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

In an open tendering procedure prior to any award being made the successful bidder must provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Questionnaire.

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

- Appendix A - Form of Tender
- Appendix B - Freedom of Information
- Appendix G - GDPR Assurance Assessment (Processor)
- Appendix J - PVG Act Declaration
- Appendix M - HMRC Intermediaries (IR35) Tax Legislation
- Appendix N - Conflict of Interest Declaration
- Appendix O - Non-Involvement in Human Trafficking
- Appendix P - Non-Involvement in Serious Organised Crime
- Appendix Q - Prompt Payment Certificate

In the case of an open tender this information will not be required to be uploaded and submitted with the bid, but will instead be requested by the College following the conclusion of the evaluation of the Qualification, Technical and Commercial Questionnaires and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the Qualification Questionnaire, will invalidate any bid. In this scenario the College will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on, and upon verification will award the contract to this bidder instead.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is project_26904.

For more information see:

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26904. For more information see:

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

(SC Ref:768730)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Telephone

+44 01414298888

Country

United Kingdom