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Tender

## **Fund Management Services - Workplace Equality Fund**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-018876

Procurement identifier (OCID): ocds-h6vhtk-02d12a

Published 5 August 2021, 12:44pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Alison Gardiner

#### **Email**

[alison.gardiner@gov.scot](mailto:alison.gardiner@gov.scot)

#### **Telephone**

+44 1312446007

#### **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>

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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://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**

Fund Management Services - Workplace Equality Fund

Reference number

517574

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

- 75000000 - Administration, defence and social security services

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

Services

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

The Scottish Government is seeking applications from experienced fund administrators to manage our Workplace Equality Fund (WEF) from October 2021 to 31st March 2024, with potential for extension to 31st March 2026.

The purpose of the Workplace Equality Fund is to work with employers to address long standing barriers particular groups face in entering and progressing in the labour market so that everyone in Scotland has the opportunity to fulfil their potential.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

- 75000000 - Administration, defence and social security services
- 75112100 - Administrative development project services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

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

The purpose of the Workplace Equality Fund is to work with employers to address long standing barriers particular groups face in entering and progressing in the labour market so that everyone in Scotland has the opportunity to fulfil their potential. The Scottish Government are keen to ensure that our economy is representative of our society, and that we focus on delivering a fair and inclusive economic growth. This is particularly important as we recover from the economic impact of COVID-19 and the economic implications of Brexit.

The Workplace Equality Fund was launched in 2018 to support the delivery of the Scottish Government's Programme for Government (2016 & 17), Fair Work Framework, A fairer Scotland for all: race equality action plan and highlight report 2017-2021, Disability Delivery Action Plan; Scotland's Labour Market Strategy and Fairer Scotland Action Plan. In addition it continues to support the delivery of the Scottish Government's Programme for Government, Gender Pay Gap Action Plan, A Fairer Scotland for Older People – A Framework for Action, Disability Employment Action Plan, Fair Work Action Plan, Race Equality Framework, the Equally Safe strategy and delivery plan, Scotland's strategy for preventing and eradicating violence against women and girls, and our Strategy for tackling social isolation.

The overall contract value includes for both the initial 3 year term and potential 2 year extension period.

**II.2.5) Award criteria**

Quality criterion - Name: Technical Criteria / Weighting: 70

Price - Weighting: 30

**II.2.6) Estimated value**

Value excluding VAT: £400,000

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

Start date

1 October 2021

End date

31 March 2024

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended by a period of up to 24 months, i.e. to 31st March 2026

**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

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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:

Minimum level(s) of standards possibly required

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

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

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:

Professional Risk Indemnity Insurance: 5 000 000 GBP

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

Public Liability Insurance: 5 000 000 GBP

#### **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:

4C.1.2 and 4C.10.

Minimum level(s) of standards possibly required

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.

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).

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.

### **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

## **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

10 September 2021

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

10 September 2021

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 ordering will be used

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 19381.  
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:662979)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<http://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>