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Tender

Dynamic Purchasing System for the Provision of Training Services

Aberdeen City Council
Aberdeenshire Council
The Highland Council

F02: Contract notice

Notice identifier: 2021/S 000-019267

Procurement identifier (OCID): ocds-h6vhtk-02c7a5

Published 10 August 2021, 8:55am

Section I: Contracting authority

I.1) Name and addresses

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

peopledevelopment@aberdeencity.gov.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.aberdeencity.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467530600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.aberdeenshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.1) Name and addresses

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1463702670

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.highland.gov.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.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.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Dynamic Purchasing System for the Provision of Training Services

Reference number

000-EKAF6271

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

Aberdeen City Council are inviting suppliers to bid for a place on a Dynamic Purchasing System for the provision of a range of training services over the course of a five year period. A variety of Lots will be available (listed below) and suppliers are encouraged to come forward to gain a place on a Lot pertaining to the services they offer. This DPS is operated by Aberdeen City Council, but will be open for use by Aberdeenshire Council and the Highland Council.

II.1.5) Estimated total value

Value excluding VAT: £14,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Education Training

Lot No

3

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

Education training provisions Lot would cover all aspects of learning required to ensure staff in education have the skills and knowledge to continue to provide services to children and young people and where required, maintain registration with professional bodies.

These would include, but are not exclusive to, areas of:

- Learning and Teaching;
- Health & Wellbeing;
- Educational leadership, coaching, mentoring and facilitation;
- Curriculum development;
- Learning technologies;
- Technician training;
- Promoting positive behaviour;
- Educational Psychology;
- Award Bearing Courses/Qualifications;

-MiS Support training.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Social Work and Care Training

Lot No

4

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

Social Work / Social Care training ensures staff meet registration requirements, and have the necessary skills to carry out their duties that will keep children and adults safe. Some examples would include:

- Child protection
- Attachment
- Substance misuse
- SVQs
- Dyadic Developmental Psychotherapy & Practice (DDP)
- Domestic Abuse

-Alternative Family (Adoption & Fostering)

-Trauma Informed Practice

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Digital and Data Training

Lot No

5

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

Digital and data training covers all the digital skills required to support the delivery of services and to enable staff to add to, and maintain their knowledge and skills where there are system changes and/or upgrades, retain professional certification, or improve their knowledge and skills where a skills gap has been identified. Examples of these include digital security on a range of platforms, Cloud, MS Technologies, Oracle and Azure Training.

The data aspect of this lot covers data related compliance areas of training need: this may include training to support compliance with UK GDPR, Data Protection Act 2018, Public Records (Scotland) Act 2011. Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2005, The Re-use of Public Sector Information Regulations 2015, the Privacy and Electronic Communication Regulation and any other information-related legislation applicable to local authorities.

Please note, this list of courses are indicative of the types of courses that the Council may

call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Mechanical Plant & Vehicle Use Training

Lot No

6

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

This Lot covers all aspects of vehicle use encompassing areas of driver training through to the maintenance of vehicles to ensure competence and compliance with regulations. Examples of vehicle training would be CPC, HGV and forklift training.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Equipment Use Training

Lot No

7

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

To ensure staff are trained on safe and compliant use of equipment or machinery specific to their area of work, mitigating risks to themselves and/or others. These would include training such as workshop skills, the use of machinery, abrasive wheels and workshop machinery.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Professional Role Training

Lot No

8

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

This Lot covers all professional roles which encompasses business and operational areas requiring training to either maintain registration with professional bodies or to demonstrate

competence. Examples of which would be planning, legal services, areas of environmental health.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Trades Training

Lot No

9

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

This Lot relates to all Trades training requirements covering areas such as building and construction work, gas and electrical safety and roads maintenance. These would cover areas such as gas safety, electrical safety, construction etc.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Other Training

Lot No

10

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

This Lot pertains to any additional training outwith the other nine available Lots. This Lot was created to ensure that the Council has a mechanism to be able to seek services where there is any significant change to the training market in the future.

Where suppliers have been accepted onto any other Lot, they will be automatically onboarded onto Lot 10. Bidders awarded a place on any Lot are under no obligation to bid for any subsequent further competition.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Corporate Training and Development

Lot No

1

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but further opportunities may arise in Aberdeenshire and the Highlands.

II.2.4) Description of the procurement

This Lot covers a range of training provisions to meet the learning requirements of key skills required across the Council.

Examples include (list is not exhaustive):

- A range of Leadership & Management development training from first line management topics through to executive leadership development
- Coaching and Mentoring training
- 1:1 and group coaching delivery
- Presentation, facilitation, personal impact training
- Negotiation skills training
- Dealing with difficult situations and conflict management
- Giving and receiving feedback
- Supervisory skills for first line supervisors
- Chairing skills
- Recruitment & Selection Training
- Mediation
- A range of topics related to improving individual Mental Health & Wellbeing, managing and supporting the mental health and wellbeing of others as a peer Topics relating to driving, delivering and personally adapting to improvement and Change
- Systems thinking
- Leading and supporting others through change
- Equality & Diversity Awareness
- Webinars and mass events to upskill our whole leadership population

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under

the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

II.2) Description

II.2.1) Title

Health and Safety Training

Lot No

2

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City initially, but opportunities may arise in Aberdeenshire and Highland areas.

II.2.4) Description of the procurement

This Lot covers a range of general and role-specific training to meet the learning requirements for staff competences across the Council. These would include, but are not exclusive to areas of:

- First Aid.
- Working safely at height; general training and specific equipment training, e.g. PASMA;
- Manual Handling; objects and people;
- Lone working;
- Display Screen Equipment (DSE) assessor;
- Asbestos awareness;
- Health and safety for senior executives.

Please note, this list of courses are indicative of the types of courses that the Council may call off from this lot of the DPS. Suppliers who wish to join the DPS do not have to be able to supply all of these courses and may sign up if they provide training that may fall under the heading of this Lot.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 70%

Quality criterion - Name: Contract Management / Weighting: 15%

Quality criterion - Name: Fair Work Practices and Community Benefits / Weighting: 15%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Please see attached documentation for any further information.

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

Not applicable.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please see the attached documentation for further information.

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

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

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: [2021/S 000-016435](#)

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

Date

9 September 2021

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

1 October 2021

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

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

VI.3) Additional information

Please see attached documentation for further information.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=663259.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Please see attached documentation for further information.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Please see attached documentation for further information.

(SC Ref:663259)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

53 Castle St.

Aberdeen

AB11 5BB

Country

United Kingdom