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Contract

Human Resources Consultancy Services

Bòrd na Gàidhlig

F03: Contract award notice

Notice identifier: 2023/S 000-019388

Procurement identifier (OCID): ocds-h6vhtk-03cdf7

Published 7 July 2023, 9:35am

Section I: Contracting authority

I.1) Name and addresses

Bòrd na Gàidhlig

Great Glen House, Leachkin Road

Inverness

IV3 8NW

Contact

Karen Smith

Email

karen@gaidhlig.scot

Telephone

+44 1463225454

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

www.gaidhlig.scot

Buyer's address

www.publiccontractsscotland.gov.uk

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Gaelic Language Development

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Human Resources Consultancy Services

II.1.2) Main CPV code

- 79414000 - Human resources management consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Advise the Ceannard and senior management on matters relating to HR policy, employment best practice, remuneration, recruitment and retention, and administration.

Support and when appropriate initiate staff programmes for learning and development.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £52,920

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

3. KEY TASKS

Liaise as appropriate with Bòrd na Gàidhlig Head of Finance & Corporate Affairs and Operations Manager in order to discuss HR issues and priorities and to agree desired outcomes and deliverables.

Advise on formal correspondence between line managers and employees on matters of terms and conditions, salary, joining and exit events.

Maintain currency of employment contracts and staff policies and procedures in line with legislation, best practice, and staff consultation.

Advise on the performance appraisal process and remuneration planning

Advise senior management on legal and procedural requirements relating to staff issues.

Oversee HR administration and ensure correct use of HR software tools.

Quarterly HR Update report for management and board / committees.

Review, manage and keep up to date: employee contracts, employee files, policies, practices, and procedures.

Advise the Head of Finance & Corporate Affairs on any matter requiring remedy or action in relation to employee matters.

Advise on the consistent application of appraisal and objective-setting criteria across the organisation.

Act as a source of information to staff in relation to the support afforded them by the organisation as an aid to achieving a healthy work-life balance.

Advise on processes in relation to new starts, leavers, absence, maternity and paternity leave, retirement, secondments or placements to other organisations, entitlements etc as they arise.

Advise on training and coaching for all staff in relation to diversity, equality and other relevant matters, and for line managers in relation to management, objective-setting, and appraisals.

Advise in relation to disciplinary, grievance or other matters in which employee rights are in point (although this may also be sourced from legal advisers).

Support and advise individual staff and line managers on HR matters.

II.2.5) Award criteria

Quality criterion - Name: Understanding of brief/methodology / Weighting: 30

Quality criterion - Name: Knowledge and experience / Weighting: 40

Price - Weighting: 30

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 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: [2023/S 000-014377](#)

Section V. Award of contract

Contract No

PR23-03

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

20 June 2023

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Arena HR Ltd

Ingram Enterprise Centre,, John Finnie Street

Kilmarnock

KA1 1DD

Telephone

+44 7805332236

Country

United Kingdom

NUTS code

- UKM93 - East Ayrshire and North Ayrshire mainland

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £52,920

Total value of the contract/lot: £52,920

Section VI. Complementary information

VI.3) Additional information

(SC Ref:738000)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court

Longman Road

Inverness

IV1 1AH

Telephone

+44 1463230782

Country

United Kingdom