

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/019388-2023>

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](mailto:karen@gaidhlig.scot)

#### Telephone

+44 1463225454

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

[www.gaidhlig.scot](http://www.gaidhlig.scot)

Buyer's address

[www.publiccontractsscotland.gov.uk](http://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

