

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/021237-2021>

Contract

## **Transcription Services for Public Inquiries ( 2 Lots)**

Scottish Government

F03: Contract award notice

Notice identifier: 2021/S 000-021237

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

Published 27 August 2021, 9:44am

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

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

Scottish Government

4 Atlantic Quay, 70 York Street

Glasgow

G2 8JX

#### **Email**

[douglas.martin@gov.scot](mailto:douglas.martin@gov.scot)

#### **Telephone**

+44 1412420133

#### **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.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

---

**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Transcription Services for Public Inquiries ( 2 Lots)

Reference number

Case/559302

**II.1.2) Main CPV code**

- 75231100 - Law-courts-related administrative services

**II.1.3) Type of contract**

Services

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

The Scottish Government has a requirement to place 2 separate contracts with external service providers for the following services:

Lot 1 - Transcription Services for Scottish Hospitals Inquiry.

Lot 2 - Transcription Services for Sheku Bayoh Inquiry

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

This contract is divided into lots: Yes

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

Value excluding VAT: £496,000

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

#### **II.2.1) Title**

Transcription Services for Scottish Hospitals Inquiry

Lot No

1

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

- 32321300 - Audio-visual materials
- 79540000 - Interpretation services

#### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

The Scottish Hospitals Inquiry is a Scottish public inquiry established in August 2020 by the Scottish Government under the Inquiries Act 2005. The Inquiry is chaired by the Right Hon. Lord Brodie QC PC. Further information about the Inquiry can be found on its website at <https://www.hospitalsinquiry.scot/>.

The Inquiry requires a verbatim written transcript of each Oral Hearing event to be produced within a specified period thereafter.

The Service Provider will provide an error-free, edited and corrected version of that transcript to the Inquiry within 24 hours of receiving the corresponding recording from the Inquiry, or other period agreed with the Service Provider.

The Inquiry will provide an audio-visual recording of proceedings from which the transcript should be made.

The Service Provider is required to complete this work remotely at their own location, and is not required to attend the Inquiry's premises.

The transcript will be published on the Inquiry's website and become a part of the permanent record of the Inquiry's work.

#### **II.2.5) Award criteria**

Quality criterion - Name: Staffing and Capability / Weighting: 30

Quality criterion - Name: Methodology / Weighting: 35

Quality criterion - Name: Data Protection and Information Security / Weighting: 20

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

Price - Weighting: 30

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Scottish Hospitals Inquiry reserve the option to extend for up to three (3) additional periods of up to twelve (12) months each, if such extensions will be required.

#### **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) Description**

### **II.2.1) Title**

Transcription Services for Sheku Bayoh Inquiry

Lot No

2

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

- 32322000 - Multimedia equipment
- 32321300 - Audio-visual materials
- 32232000 - Video-conferencing equipment
- 79540000 - Interpretation services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

The Sheku Bayoh Inquiry is a Scottish public inquiry announced in November 2019 by the Scottish Government under the Inquiries Act 2005. The Inquiry started its work in November 2020 and is chaired by the Right Hon. Lord Bracadale. Further information about the Inquiry can be found on its website at [www.shekubayohinquiry.scot](http://www.shekubayohinquiry.scot).

The Service Provider will provide real-time legal transcription of the proceedings. The transcript will be used by the following “Service Recipients”:

- a. the Inquiry’s Chair in the Hearing Room;
- b. other Inquiry team members;
- c. the legal representatives of core participants;
- d. legal representatives of those given leave to appear for particular hearings, during hearings both in its public hearing venue and by remote delivery online; and,
- e. any other party as authorised by the Chair; with each of these parties being able to

make annotations to the transcript.

The Service Provider will provide an error-free, edited and corrected version of that transcript to the Inquiry by 9am on the next working day following a Hearing day or other period agreed with the Service Provider. This transcript will become a part of the permanent record of the Inquiry.

#### **II.2.5) Award criteria**

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

Quality criterion - Name: Methodology / Weighting: 40

Quality criterion - Name: Staffing and Capability / Weighting: 35

Quality criterion - Name: Data Protection and Information Security / Weighting: 10

Price - Weighting: 30

#### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for an additional period of up to 1 year.

#### **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: [2021/S 000-013367](#)

---

## **Section V. Award of contract**

### **Lot No**

1

### **Title**

Transcription Services for Scottish Hospitals Inquiry

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

18 August 2021

#### **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**

Opus 2 International

5 New Street Square

London

EC4A 3BF

Telephone

+44 2037907925

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

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

Total value of the contract/lot: £99,000



---

## **Section V. Award of contract**

### **Lot No**

2

### **Title**

Transcription Services for Sheku Bayoh Inquiry

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

18 August 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

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

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

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

#### **V.2.3) Name and address of the contractor**

Opus 2 International

5 New Street Square

London

EC4A 3BF

Telephone

+44 2037907925

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

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

Total value of the contract/lot: £397,500

---

## **Section VI. Complementary information**

### **VI.3) Additional information**

(SC Ref:665302)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom