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Tender

## **Scottish Forestry - Provision of an HR, Payroll and Learning Management Service**

Scottish Forestry

F02: Contract notice

Notice identifier: 2023/S 000-021320

Procurement identifier (OCID): ocds-h6vhtk-03e4cf

Published 24 July 2023, 3:05pm

The closing date and time has been changed to:

**4 September 2023, 12:00pm**

See the [change notice](#).

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

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

Scottish Forestry

Saughton House

Edinburgh

EH11 3XD

#### **Contact**

Procurement

#### **Email**

[david.docherty@gov.scot](mailto:david.docherty@gov.scot)

## Telephone

+44 1

## Country

United Kingdom

## NUTS code

UKM - Scotland

## Internet address(es)

Main address

<https://forestry.gov.scot/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30372](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30372)

## 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.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30372](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30372)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30372](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30372)

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

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Scottish Forestry - Provision of an HR, Payroll and Learning Management Service

Reference number

SF\_0339

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

- 79900000 - Miscellaneous business and business-related services

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

Services

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

Scottish Forestry is looking to appoint a single supplier to provide an end-to-end, fully managed HR and Payroll service with a supporting, cloud-based HR and Payroll system with an integrated Learning Management System.

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79900000 - Miscellaneous business and business-related services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Saughton House, Edinburgh

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

Scottish Forestry is looking to appoint a single supplier to provide an end-to-end, fully managed HR and Payroll service with a supporting, cloud-based HR and Payroll system with an integrated Learning Management System.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year Contract Period plus 2 x 1 year extension options

#### **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

List and brief description of selection criteria:

SECTION B: Q4B.4 and Q4.B.4.1 FINANCIAL

Q4B.5.1a, Q4B.5.1b and Q4.B5.2 INSURANCE

FINANCIAL - It is a requirement of this Contract that Tenderers can demonstrate the minimum ratio indicated below:

FINANCIAL - Bidders must demonstrate a current ratio of 1.0 or above. The ratio will be calculated as follows: current assets/current liabilities.

INSURANCE - It is a requirement of this Contract that Tenderers hold or can commit to obtain prior to the commencement of the Contract the types and minimum level of insurance indicated below:

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

INSURANCE

Professional Risk Indemnity Insurance 2,000,000 GBP

Employers (Compulsory) Liability Insurance 5,000,000 GBP

Public Liability Insurance 1,000,000 GBP

Cyber Security Insurance 1,000,000 GBP

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

List and brief description of selection criteria:

#### SECTION C Q4C.4

Tenderers should state if they intend or do not intend to use a supply chain to deliver the requirements detailed in the Contract Notice. If Tenderers intend to use a supply chain, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively and the evidence listed below will be provided as requested.

Minimum level(s) of standards possibly required

Prior to contract award Scottish Procurement will ask the Economic Operator to provide evidence of:

- a. their standard payment terms
- b. ≥95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the Economic Operator is unable to confirm b) they must provide an improvement plan, signed by their Director, which improves the payment performance. If the Economic Operator cannot evidence a) and b) and, if required the provision of an improvement plan signed by their Director which improves the payment performance, then an award of contract will not be made.

### **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

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## **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**

Originally published as:

Date

28 August 2023

Local time

12:00pm

Changed to:

Date

4 September 2023

Local time

12:00pm

See the [change notice](#).

#### **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**

Tender must be valid until: 28 February 2024

**IV.2.7) Conditions for opening of tenders**

Date

28 August 2023

Local time

12:00pm

Place

Via PCS

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: July 2029

### **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 ITT Award Criteria contains 4 pass/fail questions (including Q4C.4 referred to in Section C above). Anyone who does not obtain a pass for these questions will not be considered further. All scored questions will be evaluated in accordance with the following scoring methodology:

0 Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor - Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirement will be fulfilled.

4 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The Public Contracts (Scotland) Regulations 2015 ([legislation.gov.uk](http://legislation.gov.uk))

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=739624](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=739624).

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](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.

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:739624)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom