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Tender

## **Communication Support Services**

Forth Valley College

F02: Contract notice

Notice identifier: 2025/S 000-021942

Procurement identifier (OCID): ocids-h6vhtk-0514ff

Published 15 May 2025, 4:56pm

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

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

Forth Valley College

Grangemouth Road

Falkirk

FK2 9AD

#### **Contact**

Ester Vasallo

#### **Email**

[procurement@forthvalley.ac.uk](mailto:procurement@forthvalley.ac.uk)

#### **Telephone**

+44 1324403000

#### **Country**

United Kingdom

**NUTS code**

UKM76 - Falkirk

**Internet address(es)**

Main address

<http://www.forthvalley.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00451](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00451)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

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

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Communication Support Services

Reference number

ISS-2025-03

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

- 79540000 - Interpretation services

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

Services

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

The Authority is seeking Contractor(s) for Communication Support Services.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM76 - Falkirk
- UKM72 - Clackmannanshire and Fife
- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

Forth Valley College campus in Falkirk, Stirling and Alloa.

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

The required services include, but are not limited to:

Communication Support Workers (CSWs) to provide accurate interpretation for students using British Sign Language (BSL) and to provide appropriate communication strategies to enable deaf students to integrate into their peer group and engage with their learning (Student Award Agency Scotland (SAAS) Definition: Sign Language Interpreter).

BSL Interpreters to provide BSL interpreting for students in and outwith the classroom.

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

Quality criterion - Name: Service Delivery / Weighting: 20

Quality criterion - Name: Relationships and Delivering Outcomes / Weighting: 15

Quality criterion - Name: Service Delivery Resources / Weighting: 13

Quality criterion - Name: Data Protection and Cyber Security Risks / Weighting: 7

Quality criterion - Name: Community and Added Value Services / Weighting: 5

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

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Agreement for 3 further period of 12 months subject to satisfactory performance and continued Authority requirements.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated in Invitation to Tender.

##### **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

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.1) Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 6

**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**

Date

17 June 2025

Local time

12:00pm

**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: 23 October 2025

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

Date

17 June 2025

Local time

12:00pm

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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: May 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**

As a minimum Tenderers must complete and submit the following:

SPD Response on PCS

Appendix A - Form of Tender

Appendix D - Sustain Supply Chain Code of Conduct

Appendix E - Pricing Schedule

Appendix F - SCM RP: Section 1

Appendix G - Technical Questionnaire

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=799031](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=799031).

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.

(SC Ref:799031)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=799031](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=799031)

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

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

Camelon Sheriff Court

Main St, Camelon

Falkirk

FK1 4AR

Country

United Kingdom