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Tender

# **Children and Young People Participation Framework Agreement**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-021946

Procurement identifier (OCID): ocds-h6vhtk-03993d

Published 28 July 2023, 10:35am

## **Section I: Contracting authority**

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

### **Contact**

Jonathan Nicolson

### **Email**

[jonathan.nicolson@gov.scot](mailto:jonathan.nicolson@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.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

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

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Children and Young People Participation Framework Agreement

Reference number

628488

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

- 73000000 - Research and development services and related consultancy services

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

Services

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

The Scottish Government intends to commission a Framework Agreement to respond to the growing need for children and young people's participation in decision making and policy design across Scottish Government and to ensure approaches are meaningful, coordinated and sustainable.

Specifically, the Framework is being created to establish an efficient and effective mechanism that provides the Scottish Government with a strategic, high quality and sustainable approach to meaningfully engage with children and young people as part of its decision-making and policy design process.

The Framework will enable policy areas across Scottish Government to identify, recruit and engage with organisations that have the skills and expertise required to design and deliver bespoke, high quality participation activities with children and young people.

It is envisaged that the appointed suppliers will be both organisations operating at a national level and those working within specific communities. These organisations will engage with and represent a broad range of children and young people, with particular representation of those identified as being furthest from their rights.

The Framework will be overseen by the Children's Rights Unit to ensure a more collaborative,

streamlined and strategic approach to participation by creating a database of all work commissioned. This will be an evidence bank for policy areas to pull from when carrying out Children's Rights and Wellbeing Impact Assessments (CRWIA) and help to reduce duplication and ad-hoc engagement whilst also tackling engagement fatigue felt by stakeholders.

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

Value excluding VAT: £4,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Tenderers are invited to participate as a lead Contractor in a maximum of 2 lots. A tenderer who bids as a lead Contractor (whether tendering as a lead on an individual lot or the maximum of 2 lots) will not be permitted to act as a sub-contractor on any lot other than lot 1.

Allowable example: lead on lot 2 and 3 and sub-contractor on lot 1.

Allowable example 2: lead on lot 4 and a sub-contractor on lot 1.

Not permitted example: lead on lot 1 and 2 excludes Tenderers from sub-contracting on any other lots.

Those operating as a Sub-contractor only, will be permitted to participate across all 5 lots.

It is the Tenderers responsibility to ensure they submit a compliant bid.

## **II.2) Description**

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

Children and Young People from Minority Ethnic Groups

Lot No

2

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

- 73110000 - Research services

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

NUTS codes

- UKM - Scotland

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

Organisations that work with children (either between a specific age range or across 0-18 years) from minority ethnic groups. This could be a specific group or a range of minority ethnic groups and services. The Scottish Government uses the definition of race present in the Equality Act 2010, that it is colour, ethnicity, nationality and citizenship. We recognise that across Scotland, people belonging to minority ethnic communities define themselves and their communities using a variety of terms – our use of the over-arching term minority ethnic aims to be inclusive of that variety. Organisations should apply an intersectional perspective to understand the combined factors affecting individuals and groups.

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

Quality criterion - Name: Organisation purpose, engagement expertise and culture /  
Weighting: 35

Quality criterion - Name: Leadership, management and staffing of Framework Organisation /  
Weighting: 10

Quality criterion - Name: Child Protection and Safeguarding / Weighting: 10

Quality criterion - Name: Call-off Project Methodology / Weighting: 25

Quality criterion - Name: Cyber Security / Weighting: 5

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

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR) /

Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 0

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 additional year to a maximum of 4 years.

### **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

### **II.2.14) Additional information**

A maximum of 4 Service Providers will be appointed to Lot 2.

## **II.2) Description**

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

Disabled Children and Young People

Lot No

3

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

- 73110000 - Research services

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

NUTS codes

- UKM - Scotland

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

Organisations that work with disabled children (either between a specific age range or across 0-18\* years). Disability is defined in the Equality Act 2010 as a long-lasting health condition that limits daily activity. Organisations should apply an intersectional perspective to understand the combined factors affecting individuals and groups. \*this might, in certain circumstances, be extended to young people up to 26 years e.g., including those making the transition to young adult life.

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

Quality criterion - Name: Organisation purpose, engagement expertise and culture /  
Weighting: 35

Quality criterion - Name: Leadership, management and staffing of Framework Organisation /  
Weighting: 10

Quality criterion - Name: Child Protection and Safeguarding / Weighting: 10

Quality criterion - Name: Call-off Project Methodology / Weighting: 25

Quality criterion - Name: CYBER SECURITY / Weighting: 5

Quality criterion - Name: FAIR WORK FIRST / Weighting: 5

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 5

Quality criterion - Name: BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR) /  
Weighting: 5

Quality criterion - Name: CLIMATE EMERGENCY / Weighting: 0

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 additional year to a maximum of 4 years.

### **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

### **II.2.14) Additional information**

A maximum of 4 Service Providers will be appointed to Lot 3.

## **II.2) Description**

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

Care Experienced Children and Young People

Lot No



4

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

- 73110000 - Research services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

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

Organisations that work with children and young people (either between a specific age range or across 0-26 years) who are in care, on the edge/at risk of care, and care leavers. This could include those involved in the care system, in residential care, fostered and adopted families, those who are looked after at home, in kinship care, and those involved in the Children's Hearings System. Organisations should apply an intersectional perspective to understand the combined factors affecting individuals and groups.

**II.2.5) Award criteria**

Quality criterion - Name: Organisation purpose, engagement expertise and culture /  
Weighting: 35

Quality criterion - Name: Leadership, management and staffing of Framework Organisation /  
Weighting: 10

Quality criterion - Name: Child Protection and Safeguarding / Weighting: 10

Quality criterion - Name: Call-off Project Methodology / Weighting: 25

Quality criterion - Name: CYBER SECURITY / Weighting: 5

Quality criterion - Name: FAIR WORK FIRST / Weighting: 5

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 5

Quality criterion - Name: BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR) /  
Weighting: 5

Quality criterion - Name: CLIMATE EMERGENCY / Weighting: 0

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 additional year to a maximum of 4 years.

### **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

### **II.2.14) Additional information**

A maximum of 4 Service Providers will be appointed to Lot 4.

## **II.2) Description**

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

Children and Young People in the LGBTI+ Community

Lot No

5

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

- 73110000 - Research services

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

NUTS codes

- UKM - Scotland

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

Organisations that work with those under 18 in the LGBTI+ community.

Organisations should apply an intersectional perspective to understand the combined factors affecting individuals and groups.

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

Quality criterion - Name: Organisation purpose, engagement expertise and culture /  
Weighting: 35

Quality criterion - Name: Leadership, management and staffing of Framework Organisation /  
Weighting: 10

Quality criterion - Name: Child Protection and Safeguarding / Weighting: 10

Quality criterion - Name: Call-off Project Methodology / Weighting: 25

Quality criterion - Name: CYBER SECURITY / Weighting: 5

Quality criterion - Name: FAIR WORK FIRST / Weighting: 5

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 5

Quality criterion - Name: BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR) /  
Weighting: 5

Quality criterion - Name: CLIMATE EMERGENCY / Weighting: 0

Price - Weighting: 30

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

## **system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 additional year to a maximum of 4 years.

### **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

### **II.2.14) Additional information**

A maximum of 4 Service Providers will be appointed to Lot 5.

## **II.2) Description**

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

A wide range of Children and Young People

Lot No

1

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

- 73110000 - Research services

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

NUTS codes

- UKM - Scotland

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

Organisations that work with infants, children and young people (either between a specific age range or across 0-18\* years) with particular representation of those who are furthest from their rights/ seldom heard / vulnerable because of factors related to their personal development, features of their family life, or because of wider influences that impact on them within their community. Infants, children and young people may be vulnerable due to multiple factors including those described in the other lots. Organisations should apply an intersectional perspective to understand the combined factors affecting individuals and groups. This may include, although is not limited to: remote communities; those affected by multiple deprivation/ adversities such as homelessness, domestic abuse, substance misuse, poverty, parent/ carer involvement in the criminal justice system, parent/ carer imprisonment, those in conflict with the law; those affected by domestic abuse; those accessing advocacy services; and young carers.

\*this might, in certain circumstances, be extended to young people up to 26 years e.g., care experienced.

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

Quality criterion - Name: Organisation purpose, engagement expertise and culture /  
Weighting: 35

Quality criterion - Name: Leadership, management and staffing of Framework Organisation /  
Weighting: 10

Quality criterion - Name: Child Protection and Safeguarding / Weighting: 10

Quality criterion - Name: Call-off Project Methodology / Weighting: 25

Quality criterion - Name: Cyber Security / Weighting: 5

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

Quality criterion - Name: Business Continuity and disaster recovery / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 0

Quality criterion - Name: Community Benefits / Weighting: 5

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 additional year to a maximum of 4 years.

### **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

### **II.2.14) Additional information**

A maximum of 6 Service Providers will be appointed to Lot 1.

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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

SPD 4B.4 -

Bidders must demonstrate a Current Ratio of no less than 0.9 in each of the last two financial years. Current Ratio will be calculated as follows:

Total current assets divided by Total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

SPD 4B.5 -

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Professional Risk Indemnity: in the sum of not less than 1 Million GBP.

Employer's (Compulsory) Liability: in accordance with any legal obligation for the time being in force but in any event in the sum of not less than Five million pounds 5 Million GBP.

Public Liability- including Abuse Liability: in the sum of not less than 5 Million GBP.

Such insurance must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the Contract.

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

List and brief description of selection criteria

SPD 4C.4 -

Bidders must provide a statement of the relevant supply chain management and/or tracking systems used.

SPD 4C.7 -

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond.

SPD 4C.10 -

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

## **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.1.3) 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: 22

#### **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 000-001827](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

26 September 2023

Local time

2:00pm

#### **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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

26 September 2023

Local time

2:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### 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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24266. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Question Scoring Methodology for Award Criteria outlined in invitation to tender:

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 requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on PCS-T. These parties must complete the first three sections of the SPD form, as well as any part of the section 4 selection criteria that the main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

As detailed within Schedule 1 (Specification).

Tenderers should note that this is the first iteration of the Framework Agreement. The overall Framework value is an estimate which may increase or decrease over the Framework Term. Commitment to spend will only be agreed at each call off opportunity.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24266. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:735989)

## **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

Internet address

[www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court](http://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court)