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Tender

NAC-5154 - School Work Experience & Employer Engagement

North Ayrshire Council

F02: Contract notice

Notice identifier: 2023/S 000-022623

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

Published 3 August 2023, 3:02pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Email

Andrewkerr@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

NAC-5154 - School Work Experience & Employer Engagement

Reference number

NAC-5154

II.1.2) Main CPV code

- 80210000 - Technical and vocational secondary education services

II.1.3) Type of contract

Services

II.1.4) Short description

North Ayrshire Council is seeking to procure a single supplier to provide a schoolwork experience & employer engagement programme. The current contract ended on 30/06/2023. The new contract is anticipated to start on 01/10/2023 for a period of one year with up to thirty-six month extension available until 30/09/2027.

Tenderers must agree to accept NAC Terms and Conditions 2 (NAC TC2) Conditions of Contract for the Purchase of Services, NAC-5154 Exit terms and conditions an NAC-5154 Special Terms and Conditions and the contract will be let on these terms.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80210000 - Technical and vocational secondary education services

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

II.2.4) Description of the procurement

North Ayrshire Council require a supplier to administer the Work Experience programme for all schools in North Ayrshire. This includes identifying placements, employer engagement to support placements and liaising with schools to support pupils. The contract is required to support the delivery of workplace experience placements to young people in line with the Careers Education Standard. There is an existing database of employers on an operational database (WorkIT) which NAC own, but the prospective supplier will maintain on our behalf schools' access to source & book placements.

The database requires constant refresh and evaluation. This will require the supplier to work with employers to widen the range of business sectors offering placements to ensure that young people who have a clear set of career aspirations are able to have meaningful

exposure to the demands of their chosen field. Local and national labour market intelligence will help to inform this.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 October 2023

End date

30 September 2024

This contract is subject to renewal

Yes

Description of renewals

contract will be for a period of 1 years commencing 01/10/2023 until 30/09/2024 with the option to extend for up to a further 36 month extension period until 30/09/2027.

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

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

Bidders will be required to have a minimum yearly “specific” turnover of (100,000)GBP for the last 3 years in the business area covered by the contract.

North Ayrshire Council reserve the right to review the bidder’s financial information using company watch financial analytics at tender stage and throughout the life of the contract.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer’s (Compulsory) Liability Insurance = [10,000,000]GBP in respect of any one event

<http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance [5,000,000]GBP in respect of any one event

Third-Party Motor Vehicle Insurance

A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide 2 examples of services carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services described in the Contract Notice. The services must be of a similar value (75,000), size and scope.

Unsatisfactory experience will result in exclusion from the tender process.

Bidders must also provide 2 satisfactory references for the same 2 contracts on the reference templates provided. References should be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional

qualifications:

National Examination Board in Occupational Health and Safety (NEBOSH) qualification.

Bidders will be required to confirm that their managerial staff have the following relevant educational and professional qualifications:

National Examination Board in Occupational Health and Safety (NEBOSH) qualification.

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

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2D.1.2 of the qualification envelope.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Bidders may be excluded if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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

Date

4 September 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

4 September 2023

Local time

12:00pm

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

Lots are not being used for this tender for the reason(s) stated below:

Nature of the contract not suitable for lots.

Requires additional contract management resource which is not available.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

Bidders may be excluded from this competition if they are in any of the situations referred to in regulation 8 and 9 of the Procurement

(Scotland) Regulations 2016

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:

Community benefits will be required on a voluntary basis for:

- Employment
- Employability & Skills
- SMEs
- TSOs
- Education
- Community Wish List (<http://northayrshire.community/community-benefits-wishlist-application-form/>)

(SC Ref:740271)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>