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Tender

Provision of Professional Services Support Model of Policing

Scottish Police Authority

F02: Contract notice

Notice identifier: 2024/S 000-024446

Procurement identifier (OCID): ocds-h6vhtk-048786

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Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Email

procurementtenders@scotland.pnn.police.uk

Telephone

+44 1786895668

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.spa.police.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762

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

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

www.publictendersscotland.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.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Professional Services Support Model of Policing

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of Professional Services Support Model of Policing. The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a suitably qualified and experienced supplier for the Provision of Professional Services Support to drive implementation of 3 year plan and support finalisation of Revised Model of Policing

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Provision of Professional Services Support Model of Policing.

The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a suitably qualified and experienced supplier for the Provision of Professional Services Support to drive implementation of 3 year plan and support finalisation of Revised Model of Policing

II.2.5) Award criteria

Quality criterion - Name: technical / Weighting: 40

Price - Weighting: 60

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

option to extend for up to a further 2 x 12 month periods

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

As per ITT documents

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

List and brief description of conditions:

SPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the

Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading

from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as

described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

III.1.2) Economic and financial standing

List and brief description of selection criteria

List and brief description of selection criteria:

SPD Question 4B5 Insurances

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one

incident and annual aggregate caps and the excesses under the policies.

SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the

information contained within to assist with the

assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to

allow the Authority to access a Credit Safe Report.

Minimum level(s) of standards possibly required

Insurance Requirements:

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers

may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy

numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to

provide a copy of their current Public Liability Insurance certificate.

Professional Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required

to provide a copy of their current Professional Indemnity Insurance certificate.

Financial Standing:

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a

company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business

failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you

from this contract. It is the Contractor's responsibility to ensure that the information held

by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to

ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start

companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider

abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe

and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in

rejection of your submission.

IMPORTANT NOTE: This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The below requirements will be requested during the tender process:

Minimum level(s) of standards required:

SPD Question 4C.1.2 Technical and Professional Ability

With reference to the relevant details of this service requirement, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years. You must describe in sufficient detail the required experience in terms of the specific services, the number of required examples, the minimum duration of experience e.g. 3 years and the value / scope of the previous projects e.g. must be of similar value and scope of this procurement requirement.

Minimum level(s) of standards possibly required

Two (2) examples of the provision of similar services may be requested and must be from

within the last 3 years for relevant service provision.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of customers' written declaration which validates the examples you have provided.

Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate

the experience examples you have provided without any further reference to you.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per ITT document

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

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 2024

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

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

IV.2.7) Conditions for opening of tenders

Date

4 September 2024

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

SPD Question 4D.1 – Quality Assurance Schemes and Environmental management standards.

It is a requirement of this tenderer that Tenderers must have ISO 27001- Information Management. Tenderers are required to confirm this

and demonstrate this as part of their bid.

The Tenderer's representative with overall responsibility for undertaking the works and the personnel assigned to the supply of the goods

and or services shall be vetted to Non Police Personnel Vetting Standards (NPPV) Level 2 for those personnel that have access to police

information.

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.

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017,

the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful

tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage

Foundation for statistical information gathering purposes only.

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

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=768657.

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.

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>

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:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider

social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:768657)

Download the copy of the online SPD document here (to be completed online through postbox submission):

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=768657

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27268. For more information see:

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

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:773674)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

Glasgow

Country

United Kingdom