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Tender

## **Cash First Learning and Evaluation**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-025839

Procurement identifier (OCID): ocds-h6vhtk-03f917

Published 1 September 2023, 2:29pm

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

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

Scottish Government

Victoria Quay, Leith

Edinburgh

EH6 6QQ

#### **Email**

[marc.jones@gov.scot](mailto:marc.jones@gov.scot)

#### **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>

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**

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**

Cash First Learning and Evaluation

Reference number

Case/664541

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

- 73110000 - Research services

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

Services

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

The Scottish Government wants to work with local partners towards our shared ambition of ending the need for food banks in Scotland, as set out in our recently published Cash-First Plan.

Our two-year Cash-First Programme ('the Programme') will provide funding and practical assistance for up to eight local Partnerships to collaborate and deliver activities that improve urgent access to cash in a crisis, generating evidence that can be shared to inform future policy and practice.

The Scottish Government intends to utilise a lotted approach. Splitting this requirement into two lots, whilst limiting suppliers to only tender for one lot to ensure the integrity of the lots, specifically lot two relating to the Independent Evaluation.

The Scottish Government is seeking to procure the services of a Learning Partner for this Programme. The Learning Partner will provide each Partnership with advice to inform and refine their approach and will facilitate peer-learning across the Partnership cohort. The overall aim of the role is to establish an enabling environment for cash-first activities and to provide the Scottish Government with timely, robust information on the Programme.

The Scottish Government is seeking to procure the services of an organisation to undertake an independent evaluation of this Programme. The Evaluator will assess the implementation of cash-first activities by Partnerships, the role of the Learning Partner, and the impact of the Programme as a whole.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

Maximum number of lots that may be awarded to one tenderer: 1

## **II.2) Description**

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

Cash First Learning and Evaluation - Lot 1 - Learning Partner

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**

The Scottish Government wants to work with local partners towards our shared ambition of ending the need for food banks in Scotland, as set out in our recently published Cash-First Plan.

Our two-year Cash-First Programme ('the Programme') will provide funding and practical assistance for up to eight local Partnerships to collaborate and deliver activities that improve urgent access to cash in a crisis, generating evidence that can be shared to inform future policy and practice.

The Scottish Government is seeking to procure the services of a Learning Partner for this Programme. The Learning Partner will provide each Partnership with advice to inform and refine their approach and will facilitate peer-learning across the Partnership cohort. The

overall aim of the role is to establish an enabling environment for cash-first activities and to provide the Scottish Government with timely, robust information on the Programme.

This specification sets out what is required, provides background information on the Programme and further outlines the rationale for the procurement. The specification makes suggestions on method, but bidders are encouraged to propose alternative methods for carrying out this work within the available budget and timescale.

The Scottish Government is also seeking to appoint an organisation to undertake an independent evaluation of the Programme. The evaluation services required are set out in the 'Schedule 1B - Lot 2 - Specification' document. Tenderers should submit bids for lot 1 or lot 2 only, to maintain the independence of the evaluation.

It should be noted that successful bidders across the two contracts will be expected to share some data and resources in order to effectively fulfil the Programme objectives. Specifically, the Learning Partner will be expected to contribute to the development of the evaluation framework, develop a joint Data Sharing Agreement and regularly provide evidence on the activities delivered to the evaluation team, and to engage in research conducted by the Evaluator.

The specific remit of the Learning Partner is to provide advice and facilitate learning that helps to maximise the effectiveness of cash-first interventions. The activities and approach to this work are detailed below:

Role: to drive improvement by (1) providing tailored advice to each Partnership

(2) delivering a series of peer-learning events between the Partnership cohort, and (3) gathering evidence for the Programme evaluation.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

28

This contract is subject to renewal

Yes

Description of renewals

There is an optional 3 month extension that may be utilised by Scottish Ministers.

### **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) Description**

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

Cash First Learning and Evaluation - Lot 2 - Independent Evaluation

Lot No

2

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

- 79313000 - Performance review services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government wants to work with local partners towards our shared ambition of ending the need for food banks in Scotland, as set out in our recently published Cash-First Plan.

Our two-year Cash-First Programme ('the Programme') will provide funding and practical assistance for up to eight local Partnerships to collaborate and deliver activities that improve urgent access to cash in a crisis, generating evidence that can be shared to

inform future policy and practice.

The Scottish Government is seeking to procure the services of an organisation to undertake an independent evaluation of this Programme. The Evaluator will assess the implementation of cash-first activities by Partnerships, the role of the Learning Partner, and the impact of the Programme as a whole.

This specification sets out what is required, provides background information on the Programme and further outlines the rationale for the procurement. The specification makes suggestions on method, but bidders are encouraged to propose alternative methods for carrying out this work within the available budget and timescale.

The Scottish Government is also seeking to appoint a Learning Partner to facilitate improvement and learning within and between Partnerships, and to support the gathering of evidence for the Programme evaluation. The Learning Partner services requirement is set out in the 'Schedule 1A - Lot 1 - Specification' document. Tenderers should submit bids for lot 1 or lot 2 only, to maintain the independence of the evaluation.

It should be noted that successful bidders across the two contracts will be expected to collaborate and share some data and resources in order to effectively fulfil the Programme objectives. Specifically, the Evaluator will be expected to seek the Learning Partner's views on the evaluation framework, develop a joint Data Sharing Agreement and support the Learning Partner to identify and supply evidence that is relevant to the evaluation.

The specific remit of the Evaluator is to provide an independent view on the impact of the Cash-First Programme as a whole, with a final report anticipated in Spring 2026. They will draw on monitoring reports from Partnerships and evidence compiled by the Learning Partner, as well as undertaking interviews with Partnerships and a cross-section of people supported through the activities delivered. The Evaluator will also produce topical good practice resources such as case studies across the two years of the Fund.

The activities and approach to this work are detailed below:

Role: to assess implementation and impact of the overall Programme and inform future policy and practice by (1) developing an evaluation framework, (2) evaluating the Programme and (3) publishing reports and resources.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

28

This contract is subject to renewal

Yes

Description of renewals

There is an optional 3 month extension that may be utilised by Scottish Ministers.

## **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

SPD 4B.4 - 4B.4.1

Financial Ratios

SPD 4B5.1a - 4B5.3

Minimum Insurance Levels

Minimum level(s) of standards possibly required

SPD 4B.4 - 4B.4.1

Bidders must demonstrate a Current Ratio of no less than 1. Current Ratio will be calculated as follows: Total current assets divided by Total current liabilities.

SPD 4B5.1a - 4B5.3

Public Liability: in the sum of not less than 1 million GBP.

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 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.1.2 -

Supply/Service Contracts – examples of relevant experience in last three years

SPD 4C.4 -

Supply Chain Management/Tracking Systems Used

SPD 4C.7 -

Environmental Management Measures

Minimum level(s) of standards possibly required

SPD 4C.1.2 -

Supply/Service Contracts – examples of relevant experience in last three years.

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

SPD 4C.4 -

## Supply Chain Management/Tracking Systems Used.

If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, 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 provide evidence when requested 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 bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

SPD 4C.7 -

## Environmental Management Measures.

Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

Evidence that their organisation has taken steps to build their awareness of the climate change emergency and consideration of how they will respond. This should include details of planned projects and actions to reduce the bidder's carbon emissions.

## **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

2 October 2023

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

2 October 2023

Local time

12:00pm

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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 PQQ exercise. The Project code is 25080.  
For more information see:

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

(SC Ref:743431)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom