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Tender

Dealing with Violence Training

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-027049

Procurement identifier (OCID): ocds-h6vhtk-036bd4

Published 27 September 2022, 1:45pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Email

ben.fulton@edinburgh.gov.uk

Telephone

+44 13145296432

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

<https://www.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.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

Dealing with Violence Training

Reference number

CT1196

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council is seeking to engage a suitably qualified training provider to work with our Learning and Development team to provide a range of trainings, for employees engaged in various office and community based (non-care and support) roles across different settings, which fit within a Dealing with Conflict and Violence, including Personal Safety for Lone Workers framework.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

(Non-Care and Support Staff) Dealing with Violence, including Personal Safety for Lone Workers Training

Lot No

1

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The following organisational outcomes need to be achieved:

- A skilled, knowledgeable, and competent workforce
- A self-aware and reflective workforce, able to manage and resolve conflict in a non-confrontational and positive manner
- Greater understanding of how to prevent conflict and manage the risks of lone working
- Reduced numbers of violent incidents and near misses
- Increased sense of health, safety, and wellbeing for employees
- Reduced stress-related sickness absence and improved staff retention
- Reduction in the number of complaints about inappropriate staff behaviour
- Better service for citizens
- Improved understanding and compliance with legislation and local policy

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence in December 2022 for a period of two years with the option to extend for up to two twelve month periods, undertaken at the sole discretion of the Council.

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

(Health and Social Care Staff) Dealing with Violence, including Personal Safety for Lone Workers Training

Lot No

2

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The following organisational outcomes need to be achieved:

- A skilled, knowledgeable, and competent workforce
- A workforce self-aware and reflective workforce, able to manage and resolve conflict or service user distress in a non-confrontational, person-centred and positive
- Greater understanding of how to prevent conflict and manage the risks of lone working
- Reduced numbers of violent incidents and near misses

- Increased sense of health, safety, and wellbeing for employees
- Reduced stress-related sickness absence and improved staff retention
- Reduction in the number of complaints about inappropriate staff behaviour
- Better service, care and support for citizens
- Improved understanding and compliance with legislation and local policy

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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

Tenderers will be expected to meet turnover requirements.

Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Where tenderers are applying for multiple lots their expected turnover should be the cumulative value of the above relevant requirements listed above.

Tenderers will be required demonstrate acceptable current ratios

The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.1. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Minimum level(s) of standards possibly required

Turnover

Lot 1 - Dealing with Violence, including Personal Safety for Lone Workers Training (Non-Care and Support Staff) GBP100,000

Lot 2 - Dealing with Violence, including Personal Safety for Lone Workers Training (Health and Social Care Staff) GBP50,000

Current Ratio

Current ratio for Current Year: 1.1

Current ratio for Prior Year: 1.1

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 November 2022

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 November 2022

Local time

2:00pm

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

It is a mandatory requirement of this Contract/Framework Agreement that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

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=708016.

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.

(SC Ref:708016)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=708016

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Edinburgh

Eh1 1LB

Country

United Kingdom