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Tender

PROC 21-1307 Provision of Specialist ICT Training Courses (Framework Agreement)

Scottish Police Authority

F02: Contract notice

Notice identifier: 2021/S 000-027533

Procurement identifier (OCID): ocids-h6vhtk-02f2fb

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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

rebecca.hall@scotland.pnn.police.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

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.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

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

PROC 21-1307 Provision of Specialist ICT Training Courses (Framework Agreement)

Reference number

PROC 21-1307

II.1.2) Main CPV code

- 80500000 - Training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a Contractor to deliver ICT Specialist Training both onsite and offsite.

The Contractor must be able to deliver core courses that have been identified, there will also be a provision for the Contractor to deliver non-core courses.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a Contractor to deliver ICT Specialist Training both onsite and offsite.

The Contractor must be able to deliver core courses that have been identified, there will also be a provision for the Contractor to deliver non-core courses.

The duration of the Framework will be for two (2) years with the option to extend the Framework for a further one (1) period of up to twelve (12) months at the sole discretion of the Authority.

This is a Single Supplier Framework Agreement.

The total estimate Contract spend over the duration of the Framework Agreement (including any extension periods) is 1,610,000.00 GBP.

Please note that the stated Framework value is an estimate only based on historic spend and forthcoming requirements.

There is no guarantee that the Authority will spend the indicative value stated above.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £1,610,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be 24 months, with the option to extend for a period up to 12 months.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

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.

-SPD Question 4A.2 Authorisation/Membership-

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

It is a requirement of this Framework that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded Framework, indicated below

Contractors **MUST** be accredited to PeopleCert.

Contractors **MUST** be a Microsoft Partner.

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

Minimum level(s) of standards possibly required

-SPD Question 4B5 Insurances-

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.

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.

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

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

Minimum level(s) of standards possibly required

-SPD Question 4C.1.2 Technical and Professional Ability-

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the “Provision of Specialist ICT Training Courses.”

Two (2) examples of the provision of similar goods/services may be requested and must be from within the last 3 years for goods and services.

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance against the Key Performance Indicators (KPIs) detailed below:

Quality – Category Weight – 30%

Contract Outcome: Sub-Weighting – 80%

Continual Improvement/Innovation – 20%

Cost – Category Weight – 20%

Invoice Accuracy: Sub-Weighting – 100%

Service – Category Weight – 40%

Complaints: Sub-Weighting – 30%

Communication: Sub-Weighting – 30%

Management Information – 40%

Sustainability – Category Weight – 10%

Sustainable Processes: Sub-Weighting – 50%

Community Benefits: Sub-Weighting – 50%

Please see Procurement documentation Proc 21-1307 Contract Notice for further info

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 a single operator

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

9 December 2021

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

9 December 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2 year period, 3 years if optional extension is activated.

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

Economic Operators

Applicable to above threshold Notices: 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.

-SPD Question 4C.12 Quality Control Requirements-

Tenderers may be required to provide the following for Quality Control requirements:

EITHER:

Option A) If a Tenderers organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with

BS EN ISO 9001 (or equivalent) a copy of the certificate may be requested.

OR

Option B) If a Tenderers organisation has a documented policy regarding quality management, a copy of the policy may be requested.

Guidance

The policy should set out your organisation's responsibilities for quality management. Demonstrating that your organisation has and continues to implement a quality management policy that is authorised by the Chief Executive or equivalent and is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

Assessment of Employment Status

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

Living Wage

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.

Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime form.

Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to complete this section as part of the SPD.

Data Protection

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19801.

For more information see:

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

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 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:672087)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom