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Contract

## **Assessment and Selection Services for Senior Civil Service Roles**

Scottish Government

F03: Contract award notice

Notice identifier: 2024/S 000-028223

Procurement identifier (OCID): ocds-h6vhtk-043999

Published 4 September 2024, 10:18am

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Laura Vivian

#### **Email**

[laura.vivian@gov.scot](mailto:laura.vivian@gov.scot)

#### **Telephone**

+44 07467338120

#### **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.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**

Assessment and Selection Services for Senior Civil Service Roles

Reference number

CASE/690456

#### **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**

The Scottish Government requires to appoint a supplier of Psychometric assessment services to be used in relation to external and internal recruitment at all levels of the Senior Civil Service (SCS), ie primarily Deputy Director, Director and Director General Level. The successful tenderer will provide the service to the Senior Resourcing & Staffing Team in the Scottish Government.

This is a demand led contract and will be utilised when required up to the maximum contract value.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £600,000

### **II.2) Description**

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government requires to appoint a supplier of Psychometric assessment services to be used in relation to external and internal recruitment at all levels of the Senior Civil Service (SCS), ie primarily Deputy Director, Director and Director General Level. The successful tenderer will deliver a report for psychometric assessment services in relation to SCS recruitment and promotion at all levels that is compliant and incorporates the Scottish Government SCS Leadership Framework Criteria and the specific criteria for the post at SCS level.

The Supplier must be able to provide national coverage, with consistent levels of service for varied requirements as required by the Scottish Government and will work with them to ensure that best value for money is obtained in terms of delivery of the assessment centres.

Consultants working on this project must be fully qualified Chartered Occupational Psychologists, members of the British Psychological Society (BPS), and registered with the Health and Care Professions Council (HCPC).

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

Quality criterion - Name: Service Delivery And Approach / Weighting: 40

Quality criterion - Name: Staffing, Skills And Resources / Weighting: 20

Quality criterion - Name: Quality Management / Weighting: 15

Quality criterion - Name: Cyber Security / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Business Continuity And Disaster Recovery (BCDR) / Weighting: 5

Price - Weighting: 30

### **II.2.11) Information about options**

Options: Yes

Description of options

Initial contract duration is for 24 months - 20th December 2024 until 19th December 2026.  
Optional extension period is for 12 months until the 19th of December 2027.

### **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**

This is a demand led contract and will have a maximum budget of 6000000.00 GBP for the full duration if required.

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-011382](#)

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## **Section V. Award of contract**

### **Contract No**

CASE/690456

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

4 September 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 5

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

The Keil Centre Ltd

18 Atholl Crescent

Edinburgh

EH3 8HQ

Telephone

+44 1312296140

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £600,000

#### **V.2.5) Information about subcontracting**

The contract is likely to be subcontracted

Value or proportion likely to be subcontracted to third parties

Proportion: 15 %

Short description of the part of the contract to be subcontracted

RedWest Limited (SC512913) will provide a Chartered Psychologist - Associate Consultant for 15% of this contract.

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Question Scoring Methodology for Award Criteria outlined in Invitation to Tender.

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on

how the requirements will be fulfilled.

4 Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenderers are also asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must

complete and reattach the SPD Supplier Response Form attached to SPD.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26144 and the ITT code is 53795. 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:

The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish Ministers' commitment to contributing to the social, economic & environmental well-being of the people of Scotland, as described in the specification.

targeted employment support, recruitment and work-related training for priority groups within the community (for example long-term



unemployed and young people) as part of your proposed workforce for this project;

support for existing Charity and Third Sector Organisations that deliver benefits to the communities

Use of SMEs or supported businesses as part of your supply chain

up-skilling the existing workforce;

equality and diversity initiatives;

educational support initiatives.

(SC Ref:776938)

## **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