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Tender

P24-0040 Managing People for Growth Framework

Scottish Enterprise

F02: Contract notice

Notice identifier: 2023/S 000-028861

Procurement identifier (OCID): ocds-h6vhtk-0406d5

Published 29 September 2023, 4:18pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Contact

Alison McManus

Email

alison.mcmanus@scotent.co.uk

Telephone

+44 1414685025

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.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.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

P24-0040 Managing People for Growth Framework

Reference number

P24-0040

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Invitation to Tender is to appoint three suppliers operating under a Framework Agreement to deliver management development programmes to Scottish Enterprise. The framework will comprise of 3 geographical lots as outlined below, each operating as a single supplier lot:

Lot 1 – North East of Scotland

Lot 2 – East of Scotland

Lot 3 – West of Scotland

Bidders may submit responses for as many lots as they wish but can only be awarded one lot. However, if there are no other acceptable bids for a certain lot, then more than one lot may be awarded.

It is anticipated that the Framework will start in January 2024 for a period of 24 months. After this period, Scottish Enterprise will have the option to extend the contract for up to two further periods of 12 months each (24 months).

II.1.5) Estimated total value

Value excluding VAT: £486,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

II.2) Description

II.2.1) Title

East of Scotland

Lot No

2

II.2.2) Additional CPV code(s)

- 79411100 - Business development consultancy services
- 79400000 - Business and management consultancy and related services
- 73220000 - Development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM7 - Eastern Scotland

II.2.4) Description of the procurement

Scottish Enterprise wishes to appoint three suppliers via separate geographical lots to deliver the Managing People for Growth programme under a Framework Agreement. The programme will be delivered across Scottish Enterprise's entire operational areas making this a national programme available to companies across Scotland, so capacity to deliver is essential.

Managing People for Growth is a series of workshops that provides knowledge and skills to people managers about the key aspects and importance of good people management practice in achieving their company's growth plan. Further detail is provided in the Invitation to Tender.

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment (only relevant where sub-contractors are proposed) / Weighting: Pass/Fail

Quality criterion - Name: Project Team Structure including CVs and roles and responsibilities of the proposed team / Weighting: 30

Quality criterion - Name: Methodology and Approach / Weighting: 30

Quality criterion - Name: Innovation (delivery and content) / Weighting: 15

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

Quality criterion - Name: Information Security / Weighting: 5

Quality criterion - Name: Communication and Engagement Skills (to be assessed via presentation) / Weighting: 15

Price - Weighting: 0

II.2.6) Estimated value

Value excluding VAT: £190,500

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 24 months. After this time Scottish Enterprise has the option to extend the Framework for up to two 12 month periods (24 months in total). The maximum duration of the Framework is 48 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

II.2.14) Additional 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.

II.2) Description

II.2.1) Title

North East of Scotland

Lot No

1

II.2.2) Additional CPV code(s)

- 79411100 - Business development consultancy services
- 79400000 - Business and management consultancy and related services
- 73220000 - Development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM5 - North Eastern Scotland

II.2.4) Description of the procurement

Scottish Enterprise wishes to appoint three suppliers via separate geographical lots to deliver the Managing People for Growth programme under a Framework Agreement. The programme will be delivered across Scottish Enterprise's entire operational areas making this a national programme available to companies across Scotland, so capacity to deliver is essential.

Managing People for Growth is a series of workshops that provides knowledge and skills

to people managers about the key aspects and importance of good people management practice in achieving their company's growth plan. Further detail is provided in the Invitation to Tender.

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment (only relevant where sub-contractors are proposed) / Weighting: Pass/Fail

Quality criterion - Name: Project Team Structure including CVs and roles and responsibilities of the proposed team / Weighting: 30

Quality criterion - Name: Methodology and Approach / Weighting: 30

Quality criterion - Name: Innovation (delivery and content) / Weighting: 15

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

Quality criterion - Name: Information Security / Weighting: 5

Quality criterion - Name: Communication and Engagement Skills (to be assessed via presentation) / Weighting: 15

Price - Weighting: 0

II.2.6) Estimated value

Value excluding VAT: £105,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 24 months. After this time Scottish Enterprise has the option to extend the Framework for up to two 12 month periods (24 months in total). The maximum duration of the Framework is 48 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

II.2.14) Additional 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.

II.2) Description

II.2.1) Title

West of Scotland

Lot No

3

II.2.2) Additional CPV code(s)

- 79411100 - Business development consultancy services
- 79400000 - Business and management consultancy and related services
- 73220000 - Development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM8 - West Central Scotland

II.2.4) Description of the procurement

Scottish Enterprise wishes to appoint three suppliers via separate geographical lots to

deliver the Managing People for Growth programme under a Framework Agreement. The programme will be delivered across Scottish Enterprise's entire operational areas making this a national programme available to companies across Scotland, so capacity to deliver is essential.

Managing People for Growth is a series of workshops that provides knowledge and skills to people managers about the key aspects and importance of good people management practice in achieving their company's growth plan. Further detail is provided in the Invitation to Tender.

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment (only relevant where sub-contractors are proposed) / Weighting: Pass/Fail

Quality criterion - Name: Project Team Structure including CVs and roles and responsibilities of the proposed team / Weighting: 30

Quality criterion - Name: Methodology and Approach / Weighting: 30

Quality criterion - Name: Innovation (delivery and content) / Weighting: 15

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

Quality criterion - Name: Information Security / Weighting: 5

Quality criterion - Name: Communication and Engagement Skills (to be assessed via presentation) / Weighting: 15

Price - Weighting: 0

II.2.6) Estimated value

Value excluding VAT: £190,500

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 24 months. After this time Scottish Enterprise has the option to extend the Framework for up to two 12 month periods (24 months in total). The maximum duration of the Framework is 48 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

II.2.14) Additional 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.

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

The relevant selection criteria will be included in the SPD Scotland online module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

III.2) Conditions related to the contract

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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

1 November 2023

Local time

11:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

1 November 2023

Local time

11:00am

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

This is a relevant climate change contract, bidders are required to complete and return the attached Climate Change Plan template.

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium,

joint venture or similar).

Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion.

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=745807.

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:745807)

Download the ESPD document here: https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=745807

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheiff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>. An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

VI.4.4) Service from which information about the review procedure may be obtained

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>