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Tender

Promise Partnership Fund Management Services

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-029830

Procurement identifier (OCID): ocds-h6vhtk-02fbfc

Published 1 December 2021, 3:54pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Email

ann.paterson@gov.scot

Telephone

+44 7872612985

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

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/>

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

<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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Promise Partnership Fund Management Services

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government is seeking a suitably qualified and experienced Supplier to undertake the administration of the “Promise Partnership Fund” (the Fund) - a grant fund to deliver change in line with Scotland’s commitment to creating capacity in the ‘care system’ to #KeepThePromise and provide holistic whole family support. The annual Fund value is 4 million GBP.

The Contract will cover the administration of a 3 year funding period of April 2022 to March 2025 and associated pre and post-funding activities as outlined in the scope element of the specification. The Contract will cover the administrative functions also set out in the scope element of the specification, working in partnership with the Promise Scotland, to develop and evolve the fund in line with the implementation of The Promise and alongside the Scottish Government who will retain overall management of the Fund.

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

- The fund Administrator will be required to manage and market the fund (value of circa 4 million GBP per annum) and work proactively to ensure applications for funding are received.
- The fund Administrator will work proactively to support interest in the fund while the fund is open, including, and not limited to, running information sessions.
- The fund Administrator will form a good working relationship with The Promise Scotland to ensure a knowledgeable understanding of the intricacies, priorities and gaps in terms of the progress of the implementation of The Promise.
- The fund Administrator will work with The Promise Scotland, a care experienced decision making panel and the Scottish Government to develop the criteria for funding. They will ensure a fair assessment of applications against the criteria and ensure alignment with The Promise.
- The fund Administrator will create a governance structure to support the decisions surrounding the creation and scope of the fund and grant awards, ensuring the right level of expertise and the voice of people with care experience. This may include an expert advisory group and must include a care experiences decision making panel and will be agreed by the Scottish Government.
- As part of this structure, the fund Administrator will create and support a care experienced decision making panel solely comprised of people and/or family members with experience of the 'care system'.
- The fund Administrator will fully support a care experienced decision making panel to assess bids for funding and approve them, as appropriate, according to the agreed Fund criteria, and objectives of the fund and to be supported by people with a good knowledge of the 'care system'.
- The fund Administrator will provide funding to projects in a secure and timely manner to ensure projects can proceed;

- The fund Administrator will work in collaboration with projects that receive funding to monitor progress and make connections across projects to support good practice in delivering objectives and ensure appropriate use of fund monies to support the implementation of The Promise and create the capacity required within organisations to make the required transformational change.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Quality criterion - Name: cost / Weighting: 30

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £750,000

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

This contract would be renewed by carrying out a new procurement exercise.

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.1.2) Economic and financial standing

List and brief description of selection criteria

Statement for 4B.4

Bidders must demonstrate a Current Ratio of no less than 1.0.

Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Minimum level(s) of standards required:

Bidders must have in place the following minimum insurance levels:

- Public Liability Insurance - 5,000,000 GBP
- Professional Indemnity Insurance - 2,000,000 GBP
- Employer's Liability Insurance - 5,000,000 GBP

Such insurances must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the Contract as appropriate.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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.1.8) 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

17 January 2022

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

Tender must be valid until: 15 July 2022

IV.2.7) Conditions for opening of tenders

Date

17 January 2022

Local time

12:00pm

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

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.

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

questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on PCS-T. These parties must complete the first three sections of the SPD

form, as well as any part of the section 4 selection criteria that the main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later

date. Scottish Government reserves the right to request this information from relevant parties upon whom the

main bidder will not rely to fulfil selection criteria.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20217. 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 Community Benefit proposed for this contract should be provided specifically if successful in this tender process and should not be a Community Benefit which is already being undertaken by the organisation. Examples of Community Benefits include:

Graduate, Apprentice, work placements and/or trainee placements

Supplier engagement with schools, colleges and/or universities

- Holding educational and raising awareness events for the community
- Professional advice, mentoring and support provided to the community
- Providing funding for new community facilities
- Support and development opportunities delivered to young people

- Opening up sub-contracting opportunities to SME's and third sector organisations
- Monetary value of contributions to community activities

A summary of the expected community benefits has been provided as follows:

Community benefits have been considered and are not directly related to the type of services required, although the overarching application of the Promise Partnership Fund aims to make an impact in this regard.

However, the standard information on the Scottish Government approach to community benefits will be inserted into the ITT and bidders will be asked to outline their approach to community benefits as a non-scored response. If successful, the winning bidder will be required to discuss the content of their community benefit proposal and agree a plan for the delivery of the agreed community benefits which will become a condition of the contract.

(SC Ref:675415)

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

Telephone

+44 1312252525

Country

United Kingdom