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Tender

Digital Training Package for Inspectors of Burial, Cremation and Funeral Directors

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-029848

Procurement identifier (OCID): ocds-h6vhtk-0405e9

Published 10 October 2023, 3:12pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Email

Kerry.Gubbins@Gov.Scot

Telephone

+44 1412420133

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

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Digital Training Package for Inspectors of Burial, Cremation and Funeral Directors

Reference number

Case/662523

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government intends to commission the development of a package of digital training materials for Inspectors of Burial, Cremation and Funeral Directors.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48931000 - Training software package
- 72212931 - Training software development services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Government requires the development of a package of digital training materials for Inspectors.

Knowledge of developing digital educational training materials is essential. Officials, current Inspectors, and stakeholders will feed into the development of the content of the training materials, therefore specific experience and knowledge of the funeral sector is not essential. The Supplier will be required to work with these persons.

The content of the training package will need to include the following.

- Components and workings of the funeral sector (including burial authorities, cremation authorities, and funeral directors), including

representative organisations

- Overviews and explanations of relevant legislation (in particular the Burial and Cremation (Scotland) Act 2016), regulations, codes of

practice, and guidance

- Policies and procedures related to carrying out inspector functions, as stated in relevant legislation

- Responsibilities, processes and policies associated with being a Ministerial Appointee

- Roles and responsibilities of Scottish Government officials who will support Inspectors, and Inspectors' responsibilities towards those officials.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £100,000

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

Start date

18 March 2024

End date

17 March 2026

This contract is subject to renewal

Yes

Description of renewals

Optional 12 month extension, 18 March 2026 to 17 March 2027.

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

Within the SPD, Scottish Government will ask the following criteria. Please provide a response if applicable to your organisation.

Professional or Trade Registers enrolment

Authorisation/Membership to perform services

III.1.2) Economic and financial standing

List and brief description of selection criteria

Within the SPD, Scottish Government will ask the following criteria on economic and financial standing. Please respond with the appropriate information.

Bidders will be required to state the value(s) for the following financial ratio(s).

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.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

Minimum level(s) of standards possibly required

Financial Ratio - Bidders must demonstrate a Current Ratio of no less than 0.9.

Employer's (Compulsory) Liability Insurance = in accordance with any legal obligation for the time being in force.

Public Liability Insurance = 1,000,000 GBP

Professional Risk Indemnity Insurance = 1,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Within the SPD, Scottish Government will ask the following criteria.

Supply Chain Management/Tracking Systems Used (MANDATORY)

Checks by Public Body/Official Body on Production Capacities/Technical Capacity

Educational and Professional Qualifications

Environmental Management Measures(MANDATORY)

Proportion (%) to be Sub-Contracted

Bidders will be required to confirm whether they intend to sub-contract and if so, for what

proportion of the contract.

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.

If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

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: [2023/S 000-028568](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

14 November 2023

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

14 November 2023

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

List and brief description of conditions:

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 will be scored on a pass/fail basis.

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

The contract award criteria will be Quality 70% Price 30%. Question Scoring Methodology for Award Criteria is outlined in the 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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 52164.

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:

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

(SC Ref:746792)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom