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Tender

## **Employability Services in Inverclyde**

Inverclyde Council

F02: Contract notice

Notice identifier: 2021/S 000-030118

Procurement identifier (OCID): ocids-h6vhtk-02fd1d

Published 3 December 2021, 3:25pm

The closing date and time has been changed to:

**14 January 2022, 12:00pm**

See the [change notice](#).

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

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

Inverclyde Council

Corporate Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Email**

[Kirsty.Munro@inverclyde.gov.uk](mailto:Kirsty.Munro@inverclyde.gov.uk)

#### **Telephone**

+44 1475712634

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.inverclyde.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**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

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

**I.4) Type of the contracting authority**

Regional or local 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**

Employability Services in Inverclyde

Reference number

CP0414/ECD

#### **II.1.2) Main CPV code**

- 80000000 - Education and training services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This invitation to Tender contains the details of three Specifications:-

Lot 1: End to End Employability Services

Lot 2: Addressing Health Barriers to Employment

Lot 3: Employer Engagement & Support

Lot 4: Employment Advice, Advocacy & Guidance

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Addressing Health Barriers to Employment

Lot No

2

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Employer Engagement & Support In-Work Training & Support

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

Quality criterion - Name: Quality criterion: Delivery Methodology / Weighting: 10 /  
Weighting: 10

Quality criterion - Name: Resources & Expertise, Management & Reporting of Contract /  
Weighting: / Weighting: 17

Quality criterion - Name: Output & Performance / Weighting / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting / Weighting: 3

Price - Weighting: 60

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

Start date

1 April 2022

End date

31 March 2023

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further 1 year period 1st April 2023 until 31st March 2024

#### **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) Description**

#### **II.2.1) Title**

Employer Engagement & Support

Lot No

3

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Addressing Health Barriers to Employment

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

Quality criterion - Name: Delivery Methodology / Weighting / Weighting: 10

Quality criterion - Name: Resource & Expertise, Management & Reporting of Contract / Weighting / Weighting: 17

Quality criterion - Name: Output & Performance / Weighting / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting / Weighting: 3

Price - Weighting: 60

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

Start date

1 April 2022

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#### **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) Description**

#### **II.2.1) Title**

Employment Advice, Advocacy & Guidance

Lot No

4

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Employment Advice, Advocacy & Guidance

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

Quality criterion - Name: Delivery Methodology / Weighting / Weighting: 10

Quality criterion - Name: Resources & Expertise, Management & Reporting of Contract / Weighting / Weighting: 17

Quality criterion - Name: Output & Performance / Weighting / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting / Weighting: 3

Price - Weighting: 60

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

Start date

1 April 2022

End date

31 March 2023

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further 1 year period 1st April 2023 until 31st March 2024

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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) Description**

### **II.2.1) Title**

End to End Employability Services

Lot No

1

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

End to end employability services.

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

Quality criterion - Name: Delivery Methodology / Weighting: / Weighting: 10

Quality criterion - Name: Resources & Expertise, Management & Reporting of Contract / Weighting / Weighting: 17

Quality criterion - Name: Output & Performance / Weighting: 10



Quality criterion - Name: Fair Working Practices / Weighting: / Weighting: 3

Price - Weighting: 60%

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

Start date

1 April 2022

End date

31 March 2023

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further 1 year period 1st April 2023 until 31st March 2024

**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

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## **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

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3 or better, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on

your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide examples of services carried out in the past three years that demonstrate that they have the relevant

experience to deliver Employability Services. Examples must be of a similar size and nature to this contract opportunity. If tendering for

more than one lot, examples must be provided for each Lot.

Hanlon Management System:

It will be a condition of contract that the successful tenderer(s) will use the web hosted Hanlon Management Information System or

equivalent to track client progress towards sustainable employment and to enable data sharing between Employability Skills Pipeline

providers and key stakeholders.

Protection of Vulnerable Groups Scheme (PVG) and Disclosure Scotland Checked:

On 28th February 2011, The Scottish Government introduced a new membership scheme to replace and improve upon the current

disclosure arrangements for people who work with vulnerable groups.

It is a requirement that any employee working with a vulnerable adult/young person on this contract are PVG registered or Disclosure

Checked. Membership details will be required to be displayed to a nominated Council Officer prior to commencement of the contract.

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

Originally published as:

Date

11 January 2022

Local time

12:00pm

Changed to:

Date

14 January 2022

Local time

12:00pm

See the [change notice](#).

#### **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: 4 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

11 January 2022

Local time

12:00pm

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

Economic Operators may be excluded from the competition if they are in any of the situations referred to in regulation 58 of the Public

Contract (Scotland) Regulations 2015.

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INSURANCE (SPD 4B):

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

the types and levels of insurance indicated below:

Employer`s (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 1 million GBP

Data Protection/Cyber Risk Insurance = no less than 250k GBP

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SPD 4C SUBCONTRACTORS

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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#### SPD 4D ENVIRONMENTAL MANAGEMENT STANDARDS

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or

equivalent) or a valid EMAS (or equivalent) certificate OR hold the information contained in the buyer attachment area in PCS-T (file

name "Contract Notice Additional Information")

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#### SPD 4D QUALITY MANAGEMENT PROCEDURES

The bidder must hold a UKAs (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO

9001 (or equivalent) OR hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

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#### HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS

18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in

registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the buyer attachment

area in PCS-T (file name "Contract Notice Additional Information") SPD Health & Safety.

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It will also be a condition of contract that Tenderers comply with Inverclyde Council's General Conditions of Contract, Special Conditions of Contract, Specification & Contract

Information for Tenderers. It will also be a condition of contract that the successful Tenderer enter into a Data Sharing Agreement with Inverclyde Council.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19656. For more information see:

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

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(SC Ref:675874)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House,1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom