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Tender

## **PROC 24-2575 Provision of Specialist ICT Training Courses (Framework Agreement)**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2024/S 000-030203

Procurement identifier (OCID): ocds-h6vhtk-049ca6

Published 20 September 2024, 2:24pm

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[procurementtenders@scotland.police.uk](mailto:procurementtenders@scotland.police.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

#### **Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

### **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**

Body governed by public law

### **I.5) Main activity**

Public order and safety

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

PROC 24-2575 Provision of Specialist ICT Training Courses (Framework Agreement)

Reference number

PROC 24-2575

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

- 80500000 - Training services

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

Services

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

The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a Provider to deliver ICT Specialist Training both onsite and offsite.

The Provider must be able to deliver core courses that have been identified, there will also be a provision for the Provider to deliver non-core courses.

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

This contract is divided into lots: No

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

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

- 80510000 - Specialist training services

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

NUTS codes

- UKM - Scotland

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

The Scottish Police Authority (known as the “the Authority”) has a requirement to appoint a Provider to deliver ICT Specialist Training both onsite and offsite.

This is a Single Supplier Framework Agreement.

The duration of the Framework will be for three(3)years with the option to extend the Framework for a further one (1) period of up to twelve (12) months at the sole discretion of the Authority.

The total estimated spend over the duration of the Framework Agreement (including any extension periods) is 1,600,000 GBP however the Authority reserves the right to spend up to 1,800,000 GBP.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be 36 months, with the option to extend for a period up to 12 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

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## **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

##### **SPD Question 4A.1 Trade Registers-**

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

##### **SPD Question 4A.2 Authorisation/Membership-**

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

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

Tenderers must confirm if they hold the following authorisation or memberships and must provide evidence that they are an official and/or accredited partner with (or have an equal equivalent) or approved to offer official training for at least one of the following.

- Microsoft
- Cisco
- Oracle

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

Minimum level(s) of standards possibly required

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

Minimum level(s) of standards required:

-SPD Question 4B5 Insurances-

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

-SPD Question 4B6 Financial Standing-

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's

responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

Minimum level(s) of standards possibly required

-SPD Question 4C.1.2 Technical and Professional Ability-

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the “ Specialist ICT Training Courses.”

Two (2) examples of the provision of similar goods/services may be requested and must be from within the last 3 years for goods and services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

During the period of the Framework Agreement, the Contractor shall monitor and measure their performance against the Key Performance Indicators (KPIs) . See Tender documents for more info.

### **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

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## **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 a single operator

#### **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

24 October 2024

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

24 October 2024

Local time

12:00pm

Place

Electronically via Public Contract Scotland Tender

Information about authorised persons and opening procedure

Electronically via Public Contract Scotland Tender by authorised Procurement Specialist after the tender deadline.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 year period, 4 years if optional extension is activated.

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

Economic Operators

Applicable to above threshold Notices: 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 Question 4C.12 Quality Control Requirements-

Tenderers may be required to provide the following for Quality Control requirements:

EITHER:

Option A) If a Tenderers organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with

BS EN ISO 9001 (or equivalent) a copy of the certificate may be requested.

OR

Option B) If a Tenderers organisation has a documented policy regarding quality management, a copy of the policy may be requested.

Guidance

The policy should set out your organisation's responsibilities for quality management. Demonstrating that your organisation has and continues to implement a quality management policy that is authorised by the Chief Executive or equivalent and is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

Assessment of Employment Status

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation

### Living Wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering purposes only.

### Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

### Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime form.

### Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to complete this section as part of the SPD.

### Data Protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27545. 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:

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

It has become clear that there is scope within the legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:774636)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Glasgow

Country

United Kingdom