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Tender

Resilience Training

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2022/S 000-030634

Procurement identifier (OCID): ocds-h6vhtk-037d92

Published 31 October 2022, 11:04am

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

procurement@parliament.scot

Telephone

+44 1313486620

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

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.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.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Resilience Training

Reference number

NIC-SER-485

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 Parliamentary Corporate Body (SPCB) requires a contractor to support the design and delivery of a training programme aimed at developing skills and knowledge around resilience.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Holyrood, Edinburgh and remotely

II.2.4) Description of the procurement

The SPCB recognises that there are a range of risks which could potentially affect the ability of the organisation to fulfil its role. As part of the mitigation for and response to these risks we provide training opportunities for our staff and other stakeholders to help develop expertise and experience across a range of resilience topics including, but not limited to:

- Business Continuity
- Emergency Response
- Incident/Critical Event Management (Strategic, Tactical and Operational and Secretariat)
- Cyber Security (end-user and incident management, not technical)
- Incident Communications
- Risk Management

To assist with the delivery of this approach the SPCB requires a Contractor (possibly with the support of subcontractors) to:

- take a resilience-related business need identified by the Parliament and design and deliver a development programme to meet that business need
- evaluate the success of programme delivery
- ensure that programmes are consistent with and build on those previously delivered

Methods of delivery may include, but are not limited to: workshops (classroom/virtual), e-learning and exercises (table top or live).

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Initial contract period 3 years with option to extend by up to 36 months at the sole discretion of the SPCB

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

If there is a tie for 5th place then the candidate who scored highest from the tied candidates in question 4C1.2, part (ii) will be invited. If there is still a tie after question 4C1.2 (ii) has been considered, then all those candidates still tied for 5th place will be invited to tender

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 Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about

how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company

Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

Minimum level(s) of standards possibly required

Credit rating (on Creditsafe) of 40 or above.

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C1.2

Bidders should provide 2 examples of having designed and/or delivered training on

resilience related topics as set out in the contract notice in section II.2.4. Each example must include:

- (i) summary of the client brief
- (ii) how you worked with the client to develop the approach
- (iii) how you selected appropriate subject matter experts
- (iv) description of the delivered output (e.g. contents of designed programme or number, format, and duration of events, number of delegates at each event)
- (v) how you evaluated success against objectives
- (vi) feedback from delegates/client

Your examples should include both design and delivery (although not necessarily in the same example) and should include at least 2 different formats of delivery (i.e. training course, e-learning or tabletop/simulation exercise)

4C6

Membership of at least one of the following professional bodies is required:

- Business Continuity Institute
- Institute of Risk Management
- Institute of Operational Risk
- Chartered Institute of Management
- International Institute for Risk and Safety Management
- Chartered Institute of Personnel and Development

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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: [2022/S 022-190071](#)

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

Date

5 December 2022

Local time

2:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

9 January 2023

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: 12 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Please note there are minimum requirements at tender stage concerning:

1. Cyber Security - Tenderers will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool (CSPST). A link to CSPST can be found here:

<https://cyberassessment.gov.scot/>

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk.

Further details will be set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum cyber security requirements.

2. Prompt Payment in the Supply Chain - Tenderers must confirm their acceptance of obligations relating to prompt payment within the supply chain.

3. Approach to Key Personnel/Subcontractors - Tenderers must achieve a score of 2 or above in relation to their approach to identifying Key Personnel and/or subcontractors. Full details and scoring matrix will be provided in the tender documents.

The tender stage for this procurement will be conducted through PCS-Tender.

If the bidder relies on the capacities of other entities in order to meet the selection criteria, completed SPDs must be provided for these other entities. Please review the guidance available in the Suppliers Area of the Public Contracts Scotland website for how to download a copy of the SPD.

In relation to 4C.1.2 of the SPD, this question is split into 6 sections with individual subweighting as follows:

(i) Summary of the client brief, 10%, (ii) How you worked with the client to develop the approach, 20%, (iii) How you selected appropriate subject matter experts, 15%, (iv) Description of the delivered output (e.g. contents of designed programme or number, format, and duration of events, number of delegates at each event), 20%, (v) How you evaluated success against objectives, 20%, (vi) Feedback from delegates/client, 15%.

In relation to question 4C6 of the SPD, this will be evaluated on a pass/fail basis.

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=704547.

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.

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:

Tenderers will be asked to propose relevant and proportionate community benefits. Full details provided in the tender documentation.

(SC Ref:704547)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=704547

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom