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Tender

PROC 23-2187 Provision of Fully Hosted Energy Management Monitoring, and Utilities Bureau

Scottish Police Authority

F02: Contract notice

Notice identifier: 2023/S 000-032025

Procurement identifier (OCID): ocds-h6vhtk-041038

Published 30 October 2023, 3:52pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Email

rebecca.hall@scotland.police.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

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

Buyer's address

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

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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

PROC 23-2187 Provision of Fully Hosted Energy Management Monitoring, and Utilities Bureau

Reference number

PROC 23-2187

II.1.2) Main CPV code

- 71314200 - Energy-management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Police Authority (SPA) is seeking to appoint a suitably experienced and qualified Contractor for the provision of an online energy management software system and a full energy bureau service.

Contractors applying for this contract must be capable of supplying and maintaining a Fully Hosted Energy Management Monitoring and Targeting System, complete with a Utilities Bureau Service.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The service must include the following but is not limited to ongoing utility bill validation,

liaising with utility companies, scanning invoices and a complete monitoring and targeting software system capable of generating financial and environmental reports that is accessed by the client via a website with a secure login. The range of services may be amended at any time by mutual consent between the Contractor and the SPA.

II.2.5) Award criteria

Quality criterion - Name: Technical / 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

3-4 years.

Contract for 36 months with option to extend for further 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

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.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B6 - Financial Standing:

Credit Safe:

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.

Insurance

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

Credit Safe

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.

Insurance

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.

Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Product 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.

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 services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the “Provision of Fully Hosted Energy Management Monitoring and Utilities Bureau”

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

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

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Service Levels are listed within the ITT document.

Please see Procurement documentation Proc 23-2187 Contract Notice for further info.

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

30 November 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

30 November 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to

be published: 3-4 years

VI.3) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 8 and 9 of the

Procurement (Scotland) Regulations 2016.

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.

Vetting

The tenderer's representative with overall responsibility for undertaking the works and the personnel assigned to the supply of the services shall be vetted to Non Police Personnel Vetting Standards (NPPV) Level 1.

Info Security Requirement - It is a requirement of this tender that Tenderers must be certified to ISO 27001 (or an equivalent Information Security Management System standard) by a UKAS accredited (or equivalent) body. Tenderers are required to confirm this and demonstrate this as part of their bid within SPD and Appendix A.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25413. For more information see:

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

(SC Ref:748669)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom