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Tender

Accessibility Notification Application

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2022/S 000-032652

Procurement identifier (OCID): ocds-h6vhtk-038624

Published 17 November 2022, 2:29pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Contact

Euan Muirhead

Email

Euan.Muirhead@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.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

Other type

Legislative Body

I.5) Main activity

Other activity

Devolved Parliament

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Accessibility Notification Application

Reference number

ICT-SER-126

II.1.2) Main CPV code

- 72260000 - Software-related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) is seeking to put in place a framework agreement with a single Contractor for the provision of an accessibility notification application. The SPCB requires a Contractor to provide an application that will allow visitors with a disability to inform venues, in this case the Scottish Parliament Building and MSP Local Offices, of their intention to visit, outlining their assistance needs, enabling the venue to understand their requirements in advance and assist them accordingly on arrival.

Those able to access the framework will be the SPCB and all current Members of the Scottish Parliament (MSPs)

<https://www.parliament.scot/msps/current-and-previous-msps>

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48510000 - Communication software package

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) is seeking to put in place a framework agreement with a single Contractor for the provision of an accessibility notification application.

The SPCB requires a Contractor to provide a smartphone-based application that will allow visitors with a disability to inform venues, in this case the Scottish Parliament Building and MSP Local Offices, of their intention to visit, outlining their assistance needs, enabling the venue to understand their requirements in advance and assist them accordingly on arrival.

The application must provide the following functionality:

- be accessible in various locations, including remote areas such as the Scottish Highlands and Islands.
- enable disabled visitors with an option to arrange tailored assistance in advance of arriving at a venue.
- provide venues with suitable information and advice to be able to fully understand the needs and requirements of each disabled visitor aiding the venue to tailor their welcome in order to fully support each visitor's specific individual needs.
- allow for two-way communication between the venue and the visitor to ensure the visitor's needs and requirements can be fully communicated and supported.
- ensure that each venue's accessibility levels are easily accessible for disabled visitors, with the ability to provide disabled visitors with accurate accessibility and assistance information for the venue.

- provide the venue with automated alerts so that they are notified of new bookings and when visitors are near to and arriving at the venue.
- provide each venue with admin functionality to access their current and historic visitor information and data with an ability to update their venue profile and accessibility information.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

a possible further extension period of up to 24 months' extensions at the sole discretion of the SPCB.

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

In relation to the SPD:

4A.1 - not used

4A.2 - not used

III.1.2) Economic and financial standing

List and brief description of selection criteria

In relation to the SPD:

4B.5: It is a requirement of this framework 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:

- Employer's (Compulsory) Liability Insurance = 5,000,000 GBP
- Public Liability Insurance = 1,000,000 GBP
- Product Liability Insurance = 1,000,000 GBP
- Professional Risk Indemnity Insurance = 500,000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B.6: 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.

Minimum level(s) of standards possibly required

4B.6: 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.

III.1.3) Technical and professional ability

List and brief description of selection criteria

In relation to the SPD:

4C.1.2 - Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice.

The examples provided must demonstrate experience of the following, as a minimum:

- Experience of providing, hosting and supporting an application which enables disabled visitors to communicate their accessibility requirements to a venue in advance of their visit.
- Experience of providing an application which provides suitable information and advice to a venue to enable the needs and requirements of each disabled visitor to be fully understood and aiding the venue to tailor their welcome in order to fully support each visitor's individual needs.

4C.2 - 4C.12: not used

Minimum level(s) of standards possibly required

In relation to the SPD:

4D.1: not used

4D.2: not used

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

19 December 2022

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

19 December 2022

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

Please note there are minimum requirements concerning Cyber Security for this framework to which a pass/fail marking will attach. Tenderers will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool. 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 framework, based on the Contracting Authority's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Security Plus accreditation.

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22897. For more information see:

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

(SC Ref:713563)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sherrif Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Country

United Kingdom