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Tender

## **Workplace Innovation - Leadership Development Programme (Framework)**

Scottish Enterprise

F02: Contract notice

Notice identifier: 2022/S 000-033622

Procurement identifier (OCID): ocds-h6vhtk-0388b7

Published 28 November 2022, 12:07pm

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

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

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Contact**

Alison McManus

#### **Email**

[alison.mcmanus@scotent.co.uk](mailto:alison.mcmanus@scotent.co.uk)

#### **Telephone**

+44 1414685025

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00398](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

**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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Regional or local Agency/Office

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

Economic and financial affairs

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## **Section II: Object**

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

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

Workplace Innovation - Leadership Development Programme (Framework)

Reference number

P23-0080

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

- 79411100 - Business development consultancy services

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

Services

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

Scottish Enterprise is commissioning a Framework Agreement to deliver the Workplace Innovation Leadership Development Programme. The programme will be delivered across Scottish Enterprise's geographical areas where there is demand.

The Framework will comprise of two separate single supplier lots as detailed below:

Lot 1 - Essential Leadership

Lot 2 - Growth Leadership

Bidders may submit for both lots but can only be awarded one lot. However, if there are no other acceptable bids for a certain lot, then more than one lot may be awarded.

It is anticipated that the Framework will start on 1 April 2023 for a period of 24 months. After this period, Scottish Enterprise will have the option to extend the contract for a further period of 12 months.

#### **II.1.5) Estimated total value**

Value excluding VAT: £805,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1

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

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

Growth Leadership

Lot No

2

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

- 79411100 - Business development consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79990000 - Miscellaneous business-related services

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

NUTS codes

- UKM - Scotland

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

Scottish Enterprise's Leadership Development programme will be pivotal in supporting Scotland's business leaders to build their capability and confidence in relation to values-based leadership, fair and progressive workplace practices, and inclusive economic growth, delivering tangible benefits for individuals, business and the wider economy.

The programme will be flexible and agile for Scottish businesses at various stages of

growth and maturity, and to the specific requirements of business sectors and geographic regions. There will be a core programme of leadership development modules and content. The core content will be delivered through two differentiated programmes targeted at business leaders at different stages of their leadership journey.

It is proposed that a “menu” of additional leadership development modules be developed to enable specific, tailored delivery. This is in response to increasing interest in leadership development from various sectors and Industry Leadership Groups, as well as an emerging interest in and need to address leadership development priorities specific to Scotland’s regions and in support of these regions’ inclusive economic growth ambitions.

Growth Leadership targets ambitious business leaders on a planned growth trajectory or leaders building on previous leadership development participation.

All programmes are delivered through a programme of structured learning workshops with appropriate diagnostic tools and psychometrics used to inform and support delegate learning along with coaching and mentoring.

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

Quality criterion - Name: Prompt Payment / Weighting: Pass/Fail

Quality criterion - Name: Project Team Structure / Weighting: 30

Quality criterion - Name: Methodology and proposed approach / Weighting: 30

Quality criterion - Name: Innovation (delivery and content) / Weighting: 15

Quality criterion - Name: Communication and engagement skills / Weighting: 15

Quality criterion - Name: Information Security / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £485,200

#### **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

The initial duration of the Framework is 24 months. After this time Scottish Enterprise has the option to extend the Framework for a further 12 month period. The value detailed above is for the maximum duration of 36 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

#### **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.

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

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

Essential Leadership

Lot No

1

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

- 79411100 - Business development consultancy services

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79990000 - Miscellaneous business-related services

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

NUTS codes

- UKM - Scotland

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

Scottish Enterprise's Leadership Development programme will be pivotal in supporting Scotland's business leaders to build their capability and confidence in relation to values-based leadership, fair and progressive workplace practices, and inclusive economic growth, delivering tangible benefits for individuals, business and the wider economy.

The programme will be flexible and agile for Scottish businesses at various stages of growth and maturity, and to the specific requirements of business sectors and geographic regions. There will be a core programme of leadership development modules and content. The core content will be delivered through two differentiated programmes targeted at business leaders at different stages of their leadership journey.

It is proposed that a "menu" of additional leadership development modules be developed to enable specific, tailored delivery. This is in response to increasing interest in leadership development from various sectors and Industry Leadership Groups, as well as an emerging interest in and need to address leadership development priorities specific to Scotland's regions and in support of these regions' inclusive economic growth ambitions.

Essential Leadership aims to develop leaders who are new to leadership, preparing to move into a senior position or have not participated in any formal leadership development programmes.

All programmes are delivered through a programme of structured learning workshops with appropriate diagnostic tools and psychometrics used to inform and support delegate learning along with coaching and mentoring.

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

Quality criterion - Name: Project Team Structure / Weighting: 30

Quality criterion - Name: Methodology and proposed approach / Weighting: 30

Quality criterion - Name: Innovation (delivery and content) / Weighting: 15

Quality criterion - Name: Communication and engagement skills / Weighting: 15

Quality criterion - Name: Information Security / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Prompt Payment / Weighting: Pass/Fail

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £319,800

#### **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

The initial duration of the Framework is 24 months. After this time Scottish Enterprise has the option to extend the Framework for a further 12 month period. The value detailed above is for the maximum duration of 36 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



## **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.

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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

The relevant selection criteria will be included in the SPD Scotland online module

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module

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

#### **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 several operators

Envisaged maximum number of participants to the framework agreement: 2

#### **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

10 January 2023

Local time

11:00am

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

English

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

Date

10 January 2023

Local time

11:00am

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## **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**

This is a relevant priority climate change contract, bidders are required to complete and return the attached Climate Change Plan template.

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar).

Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion. This may be requested at the selection stage or prior to the subcontractor commencing work on the contract.

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=713610](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=713610).

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](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.

(SC Ref:713610)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=713610](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=713610)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Sheiff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.2) Body responsible for mediation procedures**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Government

5 Atlantic Quay, Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>