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Tender

## **DFP-Workplace Needs Assessments & Coaching for Neurodivergent Employees**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-033763

Procurement identifier (OCID): ocds-h6vhtk-04adbd

Published 18 October 2024, 1:45pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Caitlin Fullarton

#### **Email**

[caitlin.fullarton@gov.scot](mailto:caitlin.fullarton@gov.scot)

#### **Telephone**

+44 412425466

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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.publictenderscotland.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.publictenderscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Ministry or any other national or federal authority

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

General public services

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## **Section II: Object**

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

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

DFP-Workplace Needs Assessments & Coaching for Neurodivergent Employees

Reference number

700678

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

- 85121270 - Psychiatrist or psychologist services

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

Services

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

The Scottish Government (SG), on behalf of the Scottish Ministers, wishes to commission the procurement of occupational psychology services for SG employees. This will involve providing work-based needs assessments for neurodiverse individuals and strategy coaching for specific situations.

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

Value excluding VAT: £600,000

#### **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**

Neurodiversity describes the way that people think, learn, perceive the world, interact, and process information differently. Different ways of thinking, learning, and interacting with others helps organisations thrive. Having a workforce that includes people with a variety of perspectives, backgrounds and experiences can improve creativity, innovation and problem solving.

It is estimated that 1 in 7 people (15%) have a neurodivergent condition. Therefore, potentially up to 1,500 SG employees have a neurodivergent condition and may need workplace support.

Our ambition as an employer is to be a diverse and inclusive organisation where everyone feels welcome and respected. Supporting neurodivergent individuals in the workplace is fundamental towards ensuring all employees feel welcome and respected. To support this ambition, the SG would like to establish a contracted supplier to provide work-based needs assessments and strategy coaching for neurodivergent individuals. This offers the SG an opportunity to not only boost engagement and productivity amongst our existing employees, but also ensuring new talent into the organisation are adequately supported.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £600,000

#### **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

Option to extend for a further two 12-month periods at the sole discretion of the Scottish Government.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for a further two 12-month periods at the sole discretion of the Scottish Government.

#### **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

##### 4A.1 - Professional or Trade Registers Enrolment

Bidders must be registered with the Health & Care Professions Council (HCPC).

By law, people must be registered with HCPC to work in the UK in a number of professions, including Occupational Psychologists.

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

List and brief description of selection criteria

##### 4B.4 -The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice.

4B.5 - The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice.

Minimum level(s) of standards possibly required

4B.4 - Bidders must demonstrate a Current Ratio of no less than 0.8. Current Ratio will be calculated as follows: Total current assets divided by Total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

4B.5 - Professional Risk Indemnity Insurance - 5,000,000 GBP (A sum not less than)

Public Liability Insurance - 1,000,000 GBP (A sum not less than)

Employees Liability Insurance - in accordance with any legal obligation

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

List and brief description of selection criteria

4C.4 - Provide a statement of the relevant supply chain management and/or tracking systems used.

4C.6 - 4C.6.1 - Provide evidence of professional qualifications held by the Service Provider and staff.

4C.7 - Provide details of the environmental management measures which the bidder will be able to use when performing the contract.

4C.10 - Provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards possibly required

4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

4C.6 - 4C.6.1 - Staff delivering the services MUST be a Chartered Occupational Psychologist. Proof of qualification will be requested from the successful Service Provider.

4C.7 - Production and submission of evidence of steps taken to build awareness of the climate emergency and consideration of how the organisation plans to respond to it. This should include details of planned projects and actions to reduce the bidder's carbon emissions.

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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

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

It shall be a condition of the Contract, that if required by the Scottish Government, the appointed Service Provider shall deliver a validly executed Parent Company Guarantee in the form set out in the tender documents.

### **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.1.6) Information about electronic auction

An electronic auction will be used

#### 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

22 November 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

22 November 2024

Local time

12:00pm

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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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27826.  
For more information see:

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

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish Ministers' commitment to contributing to the social, economic & environmental well-being of the people of Scotland.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27826.  
For more information see:

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

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:780963)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

EH1 1LB

Country

United Kingdom