

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033933-2024>

Tender

## **Additional Support for Learning - National Advocacy Service**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-033933

Procurement identifier (OCID): ocds-h6vhtk-04af97

Published 21 October 2024, 12:15pm

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

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### **Email**

[ross.cameron@gov.scot](mailto:ross.cameron@gov.scot)

#### **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.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>

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.publictendersscotland.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

---

## **Section II: Object**

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

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

Additional Support for Learning - National Advocacy Service

Reference number

Case 715942

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

- 79110000 - Legal advisory and representation services

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

Services

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

The Scottish Government's Directorate for Learning (Support and Wellbeing Unit) requires a suitably qualified and experienced Supplier to provide a National Advocacy Service on behalf of individual children and young people who may require additional learning support.

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

Value excluding VAT: £1,112,152

#### **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 purpose of the National Advocacy Service is to fulfil the legal requirement to provide

a free of charge advocacy service to parents and young people who make a reference to the Additional Support Needs jurisdiction within the Health and Education Chamber of the First-tier Tribunal for Scotland, against an education authority's decisions regarding the provision of educational support.

The requirement is for a national service, and the supplier must provide a service that is equal and universally accessible to eligible persons throughout Scotland.

The objective of the contract is to deliver the following outcomes:

- To provide independent advocacy and representation for young people and parents of children with additional support needs from the time they have grounds to make a referral to the ASN Tribunal.
- Seek to resolve individual cases at a local level where possible prior to referral to the ASN Tribunal.
- Provide representation to young people and parents of children with additional support needs at the Additional Support Needs jurisdiction of the Health and Education Chamber of the First-tier Tribunal for Scotland where appropriate.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £1,112,152

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

Start date

24 February 2025

End date

31 March 2027

This contract is subject to renewal

Yes

#### Description of renewals

The Purchaser may, by giving notice to the Service Provider, extend the period of the Contract to a date falling no later than 31 March 2028. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

#### **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

4A.2.1 Bidders must confirm if they hold the particular authorisation or memberships

- Law Society of Scotland

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

List and brief description of selection criteria

4B4. The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows:

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

Minimum level(s) of standards possibly required

4B.4 - Bidders must demonstrate a Current Ratio of no less than 1. Current Ratio will be calculated as follows: Total current assets divided by Total current liabilities.

4B.5 -

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

Professional Indemnity 1,000,000 GBP(A sum not less than)

Employers Liability (Legal Requirement) 5,000,000 GBP ( A sum not less than)

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

List and brief description of selection criteria

4C.1.2 - Supply/Service Contracts – examples of relevant experience in last three years

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

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.1.2-

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice.

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.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.2.3) 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

---

## **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

22 November 2024

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

22 November 2024

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: Timings are reliant on how long this statute requirement remains in force.

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27831. 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:780959)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

EH11LB

Country

United Kingdom