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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

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

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