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Tender

## **Grant Fund Manager Dynamic Purchasing System**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-034045

Procurement identifier (OCID): ocds-h6vhtk-0402d7

Published 17 November 2023, 10:15am

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Email**

[Jordan.McRae@gov.scot](mailto:Jordan.McRae@gov.scot)

#### **Telephone**

+44 1412420133

#### **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>

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Grant Fund Manager Dynamic Purchasing System

Reference number

CASE/668029

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

- 98000000 - Other community, social and personal services

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

Services

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

The Scottish Government is establishing a Dynamic Purchasing System (DPS) for Grant Fund Managers. Potential participants must complete the SPD (Single Procurement Document) and meet the minimum entry criteria to participate on the DPS.

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

Value excluding VAT: £22,570,471

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

This contract is divided into lots: No

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

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

- 66171000 - Financial consultancy services
- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM82 - Glasgow City

- UKM - Scotland

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

The Scottish Government is looking to establish a Dynamic Purchasing System to provide grant fund manager services to a range of grants.

The key service requirement will be the administration and distribution of grant funds and associated pre and post funding activities. Suppliers will also be expected to make all necessary arrangements to ensure that the full value of available funding is appropriately spent in each financial year, provide the required Management Information (MI) as requested by the Scottish Government, ensure suitable staff are trained and qualified in service delivery as well as having arrangements in place to ensure that all information held shall be securely and sensitively managed. Full detailed requirements will be contained within each call off tender documentation.

No form of volume guarantee has been granted and the Authority shall not be bound to order any of the services.

Please note that the forecast value of the DPS is based on the value of the fund manager services, not the value of the grant funds.

(PCS-T project code 25336)

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

Quality criterion - Name: Quality / Weighting: 40%-80%

Price - Weighting: 20%-60%

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

Value excluding VAT: £22,570,471

#### **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

January 2027

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

There will be no limit to the number of suppliers that can apply to hold a place on the DPS

**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

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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

N/A

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

List and brief description of selection criteria

Insurance Liabilities will be taken on a risk based approach for each Call-off contract under the DPS.

The potential types of insurances that may be required are indicated below:

Employer's Liability Insurance

Public Liability Insurance

Professional Indemnity Insurance.

Financial Assessment will also be taken on a risk based approach for each Call-off contract under this DPS.

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

List and brief description of selection criteria

To assess your suitability, you must provide 2 different examples of grant fund manager services your organisation has undertaken within the last 3 years.

Each different example must be relevant to the key service requirement. Examples should be concise but generally in the 300 word range. Responses must be provided in question 4C.1.2 of the SPD document

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-027977](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

18 December 2023

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

31 January 2024

#### **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: 36 (from the date stated for receipt of tender)

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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**

Please note that the anticipated value of the DPS is based on the value of the fund manager services and not the value of the grant funds. We envisage that the value of the call-off contracts (and the grant funds to be managed) to range from thousands to multi millions however, no form of volume guarantee has been granted by the Authority.

If your application to join the DPS is successful, you will have the opportunity to bid for the Call-off contracts with effect from that point.

Call-offs under the DPS will be issued electronically via PCS-t, however, for those who do not use PCS-t, alternative electronic routes may be used and are acceptable.

The DPS will be available for use by the Scottish Ministers (including Agencies).

Further details can be found in the Information for Participants document within the General Attachments area on PCS-t.

The Authority is utilising PCS-t for this exercise and the Project Code is 25336. For more information please see: PCS-Tender (Information) - Public Contracts Scotland

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 25336. For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

N/A

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

Community Benefits may be required at Call-off level.

(SC Ref:749570)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom