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Tender

Independent Workplace Investigations

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2025/S 000-034703

Procurement identifier (OCID): ocds-h6vhtk-04b57a

Published 24 June 2025, 12:30pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

procurement@parliament.scot

Telephone

+44 1313486617

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

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>

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>

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Independent Workplace Investigations

Reference number

SPCB-0478

II.1.2) Main CPV code

- 79720000 - Investigation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a contractor to provide a comprehensive investigations service into complaint made under the SPCB's Sexual Harassment policy and to provide an advice signposting and advocacy support services.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79720000 - Investigation services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Scotland

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SCPB) requires a comprehensive investigations service into complaint made under the SPCB's Sexual Harassment policy and to provide an advice signposting and advocacy support services. Alongside the Independent Support Service for the sexual harassment policy, the Contractor will provide a workplace investigation service to the SPCB and MSPs in their respective roles as employers.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

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

Up to 24 months at the sole discretion of the SPCB

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

SPD question 4A.1 - not used

SPD question 4A.2 - not used

III.1.2) Economic and financial standing

List and brief description of selection criteria

For SPD question 4A.1 - not used

For SPD question 4A.2 - not used

For SPD question 4B.1 to 4B.4 - not used

For SPD question 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:

Employers' Liability: 5,000,000GBP

Professional Indemnity: 5,000,000GBP

For SPD question 4B.6 - The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender.

Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot

provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

III.1.3) Technical and professional ability

List and brief description of selection criteria

For SPD question 4C.1 - Not used

For SPD question 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.

For SPD question 4C.2 to 4C.3 - Not used

For SPD question 4C4 - 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.

For SPD question 4C.5 to 4C.6 - Not used

For SPD question 4C.7 - Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond, including knowledge of their emissions sources and actions to address these. Accepted evidence includes but not limited to: - a completed copy of the Bidder 'relevant contract' Climate Change Plan template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

Guidance on how Bidder Climate Change Plans are evaluated is available on the Sustainable Procurement Tools: Sustainable Procurement (sustainableprocurementtools.scot)

For SPD question 4C.8 to 4C.9 - Not used

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

For SPD question 4C.11 to 4C.12 -Not used

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-036422](#)

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

Date

11 July 2025

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

25 July 2025

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2030

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 bidder must be able to meet the SPCB's minimum requirements in respect of Cyber Security for this Contract.

The Cyber Risk Profile for this contract is moderate, based on the Scottish Cyber Assessment Service. At tender stage the bidder must, by means of completion of the Supplier Assurance Questionnaire (SAQ) demonstrate and maintain cyber security measures to meet a pass mark against this assessment. For assurance purposes, the SPCB requires tenderers to hold Cyber Essentials certification(or equivalent).

Community Benefits are a requirement under the contract, full details are included in the tender information.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29542. For more information see:

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

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:

Community Benefits are a mandatory part of this contract, for full details see tender information

(SC Ref:801582)

VI.4) Procedures for review

VI.4.1) Review body

THE SCOTTISH PARLIAMENT

Holyrood Road

EDINBURGH

EH99 1SP

Email

procurement@parliament.scot

Country

United Kingdom

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chamber Street

EDINBURGH

EH1 1LB

Country

United Kingdom