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Tender

Cash First Learning and Evaluation: Independent Evaluation

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-034825

Procurement identifier (OCID): ocds-h6vhtk-041cb4

Published 24 November 2023, 2:01pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay, Leith

Edinburgh

EH6 6QQ

Contact

Marc Jones

Email

marc.jones@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

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

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

Cash First Learning and Evaluation: Independent Evaluation

Reference number

Case 689808

II.1.2) Main CPV code

- 79310000 - Market research services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government wants to work with local partners towards our shared ambition of ending the need for food banks in Scotland, as set out in our recently published Cash-First Plan.

Our two-year Cash-First Programme ('the Programme') will provide funding and practical assistance for up to eight local Partnerships to collaborate and deliver activities that improve urgent access to cash in a crisis, generating evidence that can be shared to inform future policy and practice.

The Scottish Government is seeking to procure the services of an organisation to undertake an independent evaluation of this Programme.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79310000 - Market research services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Evaluator will assess the implementation of cash-first activities by Partnerships, the role of the Learning Partner (who will assist partnerships to deliver interventions) and the impact of the Programme as a whole.

The Scottish Government has already appointed a Learning Partner to facilitate improvement and learning within and between Partnerships, and to support the gathering of evidence for the Programme evaluation. The Learning Partner services requirement is available to view as a supporting document in the Invitation to Tender pack, for your reference. Nourish Scotland was awarded the contract for the Learning Partner element.

It should be noted that the successful bidder for the evaluation will be expected to collaborate and share some data and resources with the Learning Partner in order to effectively fulfil the Programme objectives. Specifically, the Evaluator will be expected to seek the Learning Partner's views on the evaluation framework, develop a joint Data Sharing Agreement and support the Learning Partner to identify and supply evidence that is relevant to the evaluation.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £100,000

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

Duration in months

25

This contract is subject to renewal

Yes

Description of renewals

An optional 3 months extension period will be included.

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.1.2) Economic and financial standing

List and brief description of selection criteria

Financial Ratios: Bidders must demonstrate a Current Ratio of no less than 1.

Minimum Insurance Levels: It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract.

Minimum level(s) of standards possibly required

Financial Ratios: 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.

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

Minimum Insurance Levels: 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:

Professional Risk Indemnity Insurance = 1,000,000 GBP

Public Liability Insurance

= 1,000,000 GBP

Employers (Compulsory) Liability Insurance = 5,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Supply/Service Contracts – examples of relevant experience in last three years.

Supply Chain Management/Tracking Systems Used.

Environmental Management Measures.

Minimum level(s) of standards possibly required

Supply/Service Contracts – examples of relevant experience in last three years: Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Supply Chain Management/Tracking Systems Used: 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.

Environmental Management Measures: Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

Evidence that their organisation has taken steps to build their awareness of the climate change emergency and consideration of how they will respond. This should include details of planned projects and actions to reduce the bidder's carbon emissions.

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

15 January 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

15 January 2024

Local time

12:00pm

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 25693.
For more information see:

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

(SC Ref:751456)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom