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Tender

## **Pilot of Psychological Supervision for Forensic Science Staff**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2022/S 000-034949

Procurement identifier (OCID): ocds-h6vhtk-038c4c

Published 9 December 2022, 2:42pm

The closing date and time has been changed to:

**30 January 2023, 12:00pm**

See the [change notice](#).

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[hannah.dobby2@scotland.police.uk](mailto:hannah.dobby2@scotland.police.uk)

#### **Telephone**

+44 1786895668

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.publiccontractscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.publiccontractscotland.gov.uk>

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

Body governed by public law

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

Pilot of Psychological Supervision for Forensic Science Staff

Reference number

PROC-22-1555

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

- 85000000 - Health and social work services

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

Services

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

SPA Forensic Services provide independent, impartial specialist forensic services to policing and the wider criminal justice system in Scotland.

Operational Forensic Services staff are routinely exposed to incidents, images and case material that is often distressing or traumatic in nature, and carries a high level of stress and psychological risk. Prolonged and repeated exposure to this is more prevalent in the scene attending disciplines and in areas such as Imaging where review of traumatic images is conducted daily.

As such, it is proposed that a Pilot be undertaken to evaluate any impact that incorporating psychological supervision into the professional practice could have on the mental health and wellbeing of forensic staff. The pilot will run for approximately 3 years, which will allow trends and impact to be apparent and measurable – the supervision will include regular meetings with specific, suitably trained counsellors for the full duration. Providers will also provide suggested improvements to the approach and the wider SPA occupational health strategy and full report detailing final results, analysis and recommendations for future support.

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

Value excluding VAT: £130,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85320000 - Social services
- 85310000 - Social work services
- 85312000 - Social work services without accommodation
- 85312320 - Counselling services

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

NUTS codes

- UKM - Scotland

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

Procurement is being carried out as an open procedure, contract duration is up to 3 years and the closing date for submissions is 13th January 2023 - please see attached documentation for further information.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £130,000

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

Duration in months

36

This contract is subject to renewal

No

### **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

The suppliers must be able to meet the following minimum Standard of Professional Ability

The personnel, and if applicable any sub-contractors, engaged by the Contractor to provide counselling must have appropriate qualifications (as determined by relevant professional bodies and industry standards) so as to provide the specified service to the Authority to a suitable and effective standard.

Personnel, and if applicable any sub-contractors, must be members of one of the following or equivalent bodies.

- British Association for Counselling and Psychotherapy (BACP)
- British Psychological Society (BPS)

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

List and brief description of selection criteria

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

To establish the financial standing of a potential Tenderer, the SPA will firstly take into account a risk report provided independently by Credit Safe. Tenderers are asked to

provide their Company Number so that the SPA can run this report. Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this Contract, and where, during the life of the Contract, including any extension period, your risk failure rating falls below 30 then the SPA reserves the right to remove you from this Contract. It is the Supplier's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on Credit Safe e.g. charitable organisations or new start companies/ sole traders with less than 3 years trading history, discretionary powers are available to the Chief Financial Officer to consider abbreviated accounts along with banker's references etc.

Tenderers should be aware that any outstanding court judgements will have a detrimental effect on the rating held by Credit Safe and it is your

responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission. **IMPORTANT NOTE:** This requirement is not applicable to sole traders/ charities. Sole traders/ charities may be required to

provide a banker's reference if successful.

Minimum level(s) of standards possibly required

Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below. Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the SPA will exclude the Tenderer from the competition.

-a. Public Liability Insurance - 5,000,000 GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

-b. Professional Indemnity Insurance - 5,000,000 GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

-c. Employers (Compulsory) Liability Insurance - 10,000,000 GBP in respect of each claim

without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance against the Key Performance Indicators (KPIs) and Service Level agreements (SLAs) detailed within the attached documentation.

#### **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

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## **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: No

### **IV.2) Administrative information**

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

Originally published as:

Date

13 January 2023

Local time

12:00pm

Changed to:

Date

30 January 2023

Local time

12:00pm

See the [change notice](#).

**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**

Tender must be valid until: 13 July 2023

**IV.2.7) Conditions for opening of tenders**

Date

13 January 2023

Local time

12:00pm

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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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

If a Tenderers organisation has a policy for health and safety (H&S) management, then a copy of the policy may be requested.

Guidance. Organisations with less than five employees are not required by law to have a documented policy statement. The need to reduce documentary requirements on micro businesses in particular will be taken into account by buyers and the evaluation panel. Your policy should be endorsed by the chief executive officer and that it is regularly reviewed. The policy should be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within your organisation. Your policy should be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

The tenderer's representative with overall responsibility for undertaking the works and the personnel assigned to the supply of the services shall be vetted to Non Police Personnel Vetting Standards (NPPV) Level 1.

Info Security Requirement

It is a mandatory requirement of the contract that the contractor and/or subcontractors are certified to ISO/IEC 27001 (or equivalent) or have equivalent arrangements in place against the 14 control areas listed below:

1) Information Security Policies

- 2) Organization of Information Security
- 3) Human Resource Security
- 4) Asset Management
- 5) Access Control
- 6) Cryptography
- 7) Physical and environmental security.
- 8) Operation Security-
- 9) Communication security - Network security management and Information transfer.
- 10) System acquisition, development and maintenance
- 11) Supplier relationships
- 12) Info security incident management
- 13) Info security aspects of business continuity management
- 14) Compliance

#### Cyber Security Requirement

It is a mandatory requirement of the contract that the contractor and/or subcontractors are certified to Cyber Essentials or Cyber Essentials plus or have equivalent arrangements in place; evidence of a robust cyber security strategy

If the contractor and/or subcontractors ARE certified to ISO/IEC 27001 (or equivalent) and Cyber Essentials or Cyber Essentials plus please select Yes against question 4D.1 below and upload a copy of the certificate(s).

If the contractor and/or subcontractors are NOT certified to ISO/IEC 27001 (or equivalent) and Cyber Essentials or Cyber Essentials plus but have equivalent arrangements in place please select Yes against question 4D.1, complete the attachment entitled '4D.1 Security Requirements Response Template' for each entity you rely upon to meet the requirements and upload the response(s).

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=714441](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=714441).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:714441)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=714441](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=714441)

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

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

Sheriff Court

Glasgow

Country

United Kingdom