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Tender

## Independent Child Trafficking Guardians Service

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-035294

Procurement identifier (OCID): ocds-h6vhtk-04b2d7

Published 31 October 2024, 11:18am

### Section I: Contracting authority

#### I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### Email

[campbell.forsyth2@gov.scot](mailto:campbell.forsyth2@gov.scot)

#### Telephone

+44 412425466

#### 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

[www.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.publiccontractsscotland.gov.uk)

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

[www.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.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

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Independent Child Trafficking Guardians Service

Reference number

CASE/700982

#### II.1.2) Main CPV code

- 85300000 - Social work and related services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Independent Child Trafficking Guardians.

The contract will be for an initial period of 36 months between 01 April 2025 and 31 March 2028, with the option to extend by up to a further 2 x 12 months periods. There will be a Contract Mobilisation period between contract signature and 31 March 2025.

#### II.1.5) Estimated total value

Value excluding VAT: £11,000,000

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

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

- 85312310 - Guidance services
- 85311300 - Welfare services for children and young people

- 85312000 - Social work services without accommodation
- 85321000 - Administrative social services
- 85320000 - Social services
- 85312400 - Welfare services not delivered through residential institutions

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

NUTS codes

- UKM - Scotland

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

The requirement is for the operation and management of an Independent Child Trafficking Guardian (ICTG) Service.

Independent Child Trafficking Guardians (also referred to as 'Guardians') will be appointed by the Service Provider to provide support to unaccompanied children and young people arriving in Scotland and who may have been a victim of, or may be vulnerable to becoming a victim of, human trafficking.

The provision of the ICTG Service will fulfil the duty set out under Section 11 of the Human Trafficking and Exploitation (Scotland) Act 2015, through the development of an Independent Child Trafficking Guardian service, with a focus on prevention of re-trafficking.

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

Quality criterion - Name: UNDERSTANDING THE REQUIREMENT / Weighting: 20

Quality criterion - Name: OPERATION AND MANAGEMENT OF THE ICTG SERVICE / Weighting: 20

Quality criterion - Name: RECRUITMENT, SELECTION AND MANAGEMENT OF ICTGS / Weighting: 20

Quality criterion - Name: COMPLAINTS, MONITORING AND REPORTING / Weighting: 10

Quality criterion - Name: DATA MANAGEMENT / Weighting: 5

Quality criterion - Name: RISK ASSESSMENT AND ETHICAL CONSIDERATIONS / Weighting: 5

Quality criterion - Name: CONTRACT MOBILISATION AND TRANSITION OF CASES / Weighting: 10

Quality criterion - Name: CLIMATE EMERGENCY / Weighting: 0

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 0

Quality criterion - Name: FAIR WORK FIRST / Weighting: 5

Quality criterion - Name: BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR) / Weighting: 5

Price - Weighting: 30

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

Value excluding VAT: £11,000,000

#### **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

The Purchaser reserves the right extend the contract for a period of up to 24 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The contract value is not anticipated to exceed 11,000,000 GBP inclusive of optional extensions.

As a demand-led contract it is expected that the volume or scope of services is not fixed at the outset but instead fluctuates based on actual demand during the contract period.

In accordance with Regulation 72(1) of the Public Contracts (Scotland) Regulations 2015, the volume of services may be modified at the sole discretion of the Purchaser from the estimated volume specified in the contract.

The Pricing Schedule of the Contract provides a mechanism to manage adjustment in the volume of services required.

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

List and brief description of selection criteria

List and brief description of selection criteria:

4B.4 - Financial Ratios

4B.5.1a/b and 4B.5.2 - Insurance

Minimum level(s) of standards possibly required

4B.4 - Bidders must demonstrate a Current Ratio of not less than 1.4

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.

4B.5.1 - 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:

4B.5.1a - Professional Risk Indemnity Insurance = 5,000,000 GBP

4B.5.1b - Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

4B.5.2 - Public Liability Insurance (including Abuse Liability) = 5,000,000 GBP

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

List and brief description of selection criteria

4C.1.2 - Relevant Experience

4C.4 - Supply Chain Management/Tracking Systems Used

4C.8.1 - Average Annual Manpower

4C.8.2 - Number of Managerial Staff

4C.10 - Proportion (%) to be Sub-Contracted

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 Find a Tender Service 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.

Note:

Accepted evidence includes but is not limited to:

- extract of terms & conditions detailing standard payment terms
- a summarised accounts payable report showing payment on time performance
- credit report

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 - Bidders will be required to confirm their and the number of managerial staff for the last three years.

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

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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: Yes

### IV.2) Administrative information

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

Date

2 December 2024

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

2 December 2024

Local time

12:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2027, unless the contract is extended, in which case October 2029 will be the latest date.

## **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.

Single Procurement Document will be scored on a pass/fail basis.

Award Criteria Questions can be found in the ITT together with the weightings.

Question scoring methodology for award criteria outlined in Invitation to Tender.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the exclusion and selection criteria for this procurement.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27900. 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>

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason: Community benefits have been considered and are not directly related to the type of services required. However, the standard information in the Scottish Government approach to community benefits will be inserted into the ITT and bidders will be asked to outline their approach to community benefits as a non-scored response. If successful, the winning bidder will be required to discuss the content of their community benefit proposal and agree a plan for the delivery of the agreed community benefits which will become a condition of the contract.

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(SC Ref:781637)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scottishcourts.gov.uk](mailto:edinburgh@scottishcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom

