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Tender

## **DCAF - Scotland's Adoption Register**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-035648

Procurement identifier (OCID): ocds-h6vhtk-04b3b5

Published 4 November 2024, 2:00pm

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

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### **Email**

[Kerry.Gubbins@Gov.Scot](mailto:Kerry.Gubbins@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

<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

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**Section II: Object**

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

**II.1.1) Title**

## DCAF - Scotland's Adoption Register

Reference number

Case 721630

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

- 85321000 - Administrative social services

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

Services

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

The provision of Scotland's Adoption Register ("the Register") is set out in The Scotland's Adoption Register Regulations 2016 and comprises an online Register and national matching service that allows social workers to share information about children who have a plan for adoption with approved adopters in Scotland.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85310000 - Social work services
- 85300000 - Social work and related services
- 85311300 - Welfare services for children and young people

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

NUTS codes

- UKM - Scotland

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

Scotland's Adoption Register also plays a key role in providing opportunities for children and prospective adopters to come together through hosting events such as adoption exchange days and adoption activity days. The Register also offers direct advice to local

authorities about family finding for individual children or sibling groups. The aim is to enable adopters to be part of the process of linking with a child, to encourage them to consider children they may not previously have thought about adopting, and ultimately to create new families.

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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

Start date

1 April 2025

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The Scottish Government reserve the right to extend the Contract by one period of up to 12 months to a date no later than 31 March 2028.

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

List and brief description of selection criteria

Within the SPD, Scottish Government will ask the following criteria on economic and financial standing. Please respond with the appropriate information.

Bidders will be required to state the value(s) for the following financial ratio(s).

Current Ratio will be calculated as follows: total current assets divided by total current liabilities and shall be based on the previous financial year.

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

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.

Minimum level(s) of standards possibly required

Financial Ratio - Bidders must demonstrate a Current Ratio of no less than 0.8

Employer's (Compulsory) Liability Insurance = in accordance with any legal obligation for the time being in force.

Public Liability Insurance (in a sum not less) = 5,000,000 GBP

Professional Risk Indemnity Insurance (in a sum not less) = 2,000,000 GBP

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

List and brief description of selection criteria

Within the SPD, Scottish Government will ask the following criteria.

Supply Chain Management/Tracking Systems Used (MANDATORY)

Environmental Management Measures (MANDATORY)

Proportion (%) to be Sub-Contracted (MANDATORY)

Minimum level(s) of standards possibly required

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.

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. Accepted evidence includes but is 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.

Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on PCS-T.

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

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

As detailed in the procurement documents.

### **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

6 December 2024

Local time

11:00am

#### **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

6 December 2024

Local time

11:00am

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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: This is anticipated to be retendered in October 2027.

### **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.

SPD will be scored on a pass/fail basis.

Bidders must complete the SPD to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

The contract award criteria will be Quality 80% Price 20%.

Question Scoring Methodology for Award Criteria is outlined in the Invitation to Tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to



demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Please note there are minimum requirements concerning Cyber Security for this contract.

Tenderers are also asked to confirm:

that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage and they will meet standards on payment of subcontractors.

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement. If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27834. 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 will form part of this requirement.

(SC Ref:780988)

## **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

Telephone

+44 1312252525

Country

United Kingdom