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Tender

Scotland's Adoption Register

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-036141

Procurement identifier (OCID): ocds-h6vhtk-039329

Published 21 December 2022, 10:02am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

Contact

Freya Boyes

Email

freya.boyes@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=AA1048 2

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

Scotland's Adoption Register

Reference number

CASE/612157

II.1.2) Main CPV code

85321000 - Administrative social 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 Scotland's Adoption Register.

Provision of Scotland's Adoption 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.

The contract will be for a period of 24 months.

II.1.5) Estimated total value

Value excluding VAT: £432,000

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

II.2.3) Place of performance

NUTS codes

· UKM - Scotland

II.2.4) Description of the procurement

The Adoption Register 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.

The contract will be for a period of 24 months.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £432,000

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

Start date

1 April 2023

End date

31 March 2025

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

II.2.14) 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.

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

Not applicable

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to state the value for their Current Ratio for the previous financial year.

Bidders will be required to confirm they have the required levels of insurance cover specified below.

Minimum level(s) of standards possibly required

Current ratio

Bidders must have a minimum current ratio of 0.8.

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.

Insurance Cover

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:

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

Public Liability Insurance = 5 million GBP

Professional Risk Indemnity Insurance = 2 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.4 Supply Chain Management and Prompt Payment of subcontractors- Tenderers must provide a statement of the relevant supply chain

Minimum level(s) of standards possibly required

Management and/or tracking systems as detailed within the Single Procurement Document, of the Invitation to Tender document.

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

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

31 January 2023

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

31 January 2023

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

Technical Assessment - Full details of the technical criteria detailed within Invitation to Tender.

Please note there are minimum requirements concerning Cyber Security for this contract. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements. Further details will be set out in the procurement documents.

Tenderers must also confirm:

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23075 . 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

(SC Ref:717605)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom