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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](mailto: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=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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.

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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

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

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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**

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