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Tender

02020 Employee Assistance Programme (EAP) and Welfare Services to Scottish Central Government

Scottish Prison Service
Crown Office and Procurator Fiscal Service
Historic Environment Scotland
Scottish Courts and Tribunals Service

F02: Contract notice
Notice identifier: 2022/S 000-036381
Procurement identifier (OCID): ocids-h6vhtk-0393ba
Published 22 December 2022, 12:59pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

Contact

Jennifer Cleworth

Email

Jennifer.Cleworth@sps.pnn.gov.uk

Telephone

+44 1313303778

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384

I.1) Name and addresses

Crown Office and Procurator Fiscal Service

Crown Office, 25 Chambers Street

Edinburgh

EH1 1LA

Email

hremployeerelations@copfs.gov.uk

Fax

+44 8445614069

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00292

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Email

hannah.bornet@hes.scot

Telephone

+44 1316688866

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.1) Name and addresses

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Email

lcarty@scotcourts.gov.scot

Telephone

+44 1314443300

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396

I.2) Information about joint procurement

The contract involves joint procurement

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>

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

02020 Employee Assistance Programme (EAP) and Welfare Services to Scottish Central Government

Reference number

02020

II.1.2) Main CPV code

- 85312320 - Counselling services

II.1.3) Type of contract

Services

II.1.4) Short description

SPS are leading a collaborative procurement on behalf of a range of Scottish public bodies (circa 40 Collaborative Partners with an employee headcount circa 34,000) to secure a provider of an Employee Assistance Programme (EAP). The Services are intended to provide support to employees by providing access to confidential advisory and supportive interventions to deal with any personal/work related problems. Services required include: telephone counselling, information services, advice for carers, service's to management staff, face to face counselling sessions, and referral procedures. Additionally there is a requirement to provide Welfare Services to a number of the Collaborative Partners. The Welfare Service shall comprise of: crisis intervention, welfare services (including home visits) and advocacy (facilitating meetings on behalf of individuals both a support mechanism for staff and a management reporting function for Human Resource Business Partners.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 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 SPS will commence this procurement process in good faith and with the intention of awarding a framework. Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (Scotland) (SPD) will be published by SPS and will be made available to bidders on Public Contract Scotland-Tender (PCS-T). Tender responses will then be evaluated by the SPS in accordance with the ITT

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

Price - Weighting: 55

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

Duration in months

48

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

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 Service Provider shall be an:

Accredited member(s) of the EAPA and the Civil Mediation Council or equivalent professional membership body.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Employer's liability insurance in accordance with any legal obligation for the time being in force

Public Liability Insurance 1million (GBP)

The Service Provider shall provide two(2) years annual Turnover. Please complete document titled - 02020 Economic and Financial Standing in the Buyers Attachment area of PCS-T and upload with response.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As stated 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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 022-190682](#)

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

Date

2 February 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

2 February 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is expected that the procurement process for the re-tender of this framework agreement will commence circa 8 months prior to contract award.

VI.3) Additional information

The Purchasing Authority is acting on behalf of the following organisations:

The Scottish Prison Service is contracting for itself AND on behalf of other contracting authorities as detailed below

The Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, special health boards, Forestry Commission, Scottish Futures Trust, Student Loans Company Ltd, the Commissioners of Northern Lighthouses, Business Stream Ltd, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the above, bodies financed wholly or mainly by one or more of the above, bodies subject to management supervision by one or more of the above and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the above.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23150. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:717835)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sherriff Court

27 Chambers St

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court