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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](mailto: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](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**

[hremployeeerelations@copfs.gov.uk](mailto:hremployeeerelations@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](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](mailto: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://historicensevironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](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](mailto:lcarty@scotcourts.gov.scot)

### **Telephone**

+44 1314443300

### **Fax**

+44 1316688877

### **Country**

United Kingdom

### **NUTS code**

UKM - Scotland

### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00396](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

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## **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

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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

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

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## **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

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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: 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](http://www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court)