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Planning

Independent Workplace Investigations

Scottish Parliamentary Corporate Body

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-036422

Procurement identifier (OCID): ocds-h6vhtk-04b57a

Published 11 November 2024, 1:50pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

procurement@parliament.scot

Telephone

+44 1313486617

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Independent Workplace Investigations

Reference number

SPCB-0478

II.1.2) Main CPV code

- 79720000 - Investigation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliament Corporate Body (SPCB) has a Sexual Harassment Policy and Reporting Procedure which applies to all those who work within the Parliament. Under this Procedure formal complaints of sexual harassment are investigated by an external provider

We ideally would be looking for a supplier that could supply a whole service package which include the following:

- Telephone support line.
- Advocacy Service.
- Workplace Investigation

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Scottish Parliament Corporate Body (SPCB) has a Sexual Harassment Policy and Reporting Procedure which applies to all those who work within the Parliament. Under this Procedure formal complaints of sexual harassment are investigated by an external provider

We ideally would be looking for a supplier that could supply a whole service package which include the following:

- Telephone support line.
- Advocacy Service.
- Workplace Investigation

Workplace Investigations

An external investigation service to investigate complaints of sexual harassment, other forms of harassment and bullying, misconduct allegations in accordance with disciplinary procedures, and grievances. There is also a requirement for the Contractor to provide individuals to chair, or otherwise take part in, disciplinary and grievance hearings and appeals.

Telephone Support Line

A first point of contact with support and signposting SCPB staff on the appropriate course of action.

Advocacy Service

There is also a requirement for a sexual harassment advocacy service. The contractor will provide the following support:

- facilitate appropriate interventions, including face to face,
- written, online or telephone interaction between the complainant and the person complained about.

Please note that complaints about MSPs are dealt with in accordance with the Code of Conduct for MSPs and investigations are undertaken independently by the Ethical Standards Commissioner. Such investigations are not within the scope of this Contract.

If this is a service either fully or partly that you can provide, please contact me at procurement@parliament.scot as I would like an opportunity to speak with potential suppliers who can, ideally, provide all parts of the requirement, although we welcome interest from all suppliers that can provide the advocacy service and external investigation service as a minimum.

Please contact me no later than Monday 18 November 2024

II.3) Estimated date of publication of contract notice

31 January 2025

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=782948.

(SC Ref:782948)