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Tender

## Information Governance Support

Bord na Gaidhlig

F02: Contract notice

Notice identifier: 2023/S 000-037785

Procurement identifier (OCID): ocds-h6vhtk-042954

Published 22 December 2023, 9:50am

### Section I: Contracting authority

#### I.1) Name and addresses

Bord na Gaidhlig

Great Glen House

Inverness

IV3 8NW

#### Contact

Karen Ann Smith

#### Email

[karen@gaidhlig.scot](mailto:karen@gaidhlig.scot)

#### Country

United Kingdom

#### NUTS code

UKM - Scotland

**Internet address(es)**

Main address

<http://www.gaidhlig.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA16582](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16582)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA16582](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16582)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_AuthProfile.aspx?ID=AA16582](https://www.publiccontractsscotland.gov.uk/Search/Search_AuthProfile.aspx?ID=AA16582)

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Other activity

Gaelic Language Development

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Information Governance Support

Reference number

PR23-05

#### **II.1.2) Main CPV code**

- 79990000 - Miscellaneous business-related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Bòrd na Gàidhlig (BnG) is seeking a service provider to assist the Corporate Services function of the organisation to comply with the requirements of information governance legislation including UK data protection legislation, the Freedom of Information (Scotland) Act 2002 and the Public Records (Scotland) Act 2011.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

#### **II.2.4) Description of the procurement**

KEY TASKS

The key tasks within this support will be divided into three sections; Data Protection, Information and Records Management, Freedom of Information.

## Data Protection

This service will provide the role of a Data Protection Officer (DPO) who must be expert, autonomous and free from conflict of interest.

The DPO will:

- inform and advise BnG and our employees about our obligations to comply with the UK GDPR and other data protection laws;
- monitor compliance with the UK GDPR and other data protection laws, and with our data protection policies, including managing internal data protection activities; raising awareness of data protection issues, training staff and conducting internal audits;
- advise on, and to monitor, data protection impact assessments;
- cooperate with the supervisory authority;
- and to be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc). One key task for the DPO will be assisting officers in ensuring data protection compliance within published data and research documents.

## Information & Records Management

Bòrd na Gàidhlig recognises that efficient and effective management of its records is necessary to support its core functions and activities, to comply with its legal and regulatory obligations and to contribute to the effective overall management of the organisation. Bòrd na Gàidhlig now seeks a service to ensure the organisation is managing its information and records efficiently whilst meeting the requirements of Public Records (Scotland) Act 2011 (PRSA) and other relevant legislation. Working with the Office Manager, the service provider will identify areas for improvement in information management and produce guidelines as necessary. They will also give practical support in raising awareness of retention schedules; document naming and versioning guidance; and other records management policies and procedures required for Public Records (Scotland) Act 2011 compliance within the Microsoft 365 suite of applications including SharePoint. The tender should include the cost for a training session to ensure all staff have an understanding of the operational requirements.

## Freedom of Information

As a publicly funded organisation, Bòrd na Gàidhlig is committed to complying fully with the Freedom of Information (Scotland) Act 2002. In 2022/23 we received ten Freedom of Information requests, compared with seven in the previous financial year. The successful

service provider will advise BnG staff with specific challenging requests, and on any policy and procedure development.

#### **II.2.5) Award criteria**

Quality criterion - Name: Knowledge and experience / Weighting: 40

Quality criterion - Name: Methodology / Weighting: 30

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract will be for an initial period of 24 months, with the option to extend for up to further three periods of 12 months each at the sole discretion of Bòrd na Gàidhlig.

#### **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**

The anticipated time allocation is expected to be circa 1.5 days per month.

The working language of the organisation is Gaelic. All policies and key employment documentation are available bilingually and a translation service is provided.

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## **Section III. Legal, economic, financial and technical information**

### **III.2) Conditions related to the contract**

#### **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.1.8) 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: [2023/S 000-037742](#)

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

Date

12 January 2024

Local time

12:00pm

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

English, Scottish Gaelic

#### **IV.2.7) Conditions for opening of tenders**

Date

12 January 2024

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 invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Bòrd na Gàidhlig (the Bòrd) is an executive Non-Departmental Public Body established under the Gaelic Language (Scotland) Act 2005. It is the principal body in Scotland responsible for promoting Gaelic development and providing advice to the Scottish Ministers on Gaelic matters, including education.

The Bòrd's vision is that Gaelic is seen and heard daily across Scotland, such that it is widely recognised as an integral part of Scottish life and as a national cultural and economic asset.

Much of the Bòrd's work focuses on developing and overseeing the National Gaelic Language Plan, together with assisting the development and monitoring of Gaelic Language Plans by public authorities.

Bòrd na Gàidhlig works to promote Gaelic in partnership with the Scottish Government, Local Authorities, Public Bodies, delivery partners, and communities. The National Gaelic Language Plan 2018-23 positions learning as one of the three priorities, with the opportunities and challenges for developing Gaelic education and learning clearly set out.

Bòrd na Gàidhlig has statutory educational responsibilities under the 2005 Gaelic Language (Scotland) Act and the 2016 Education (Scotland) Act.

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=754091](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=754091).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).



Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:754091)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Inverness Sheriff Court

Longman Road

Inverness

IV1 1AH

Country

United Kingdom