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Tender

## **DFP-Coaching, Counselling and 360 Degree Feedback**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-039752

Procurement identifier (OCID): ocds-h6vhtk-04c603

Published 10 December 2024, 12:57pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Email**

[jennifer.brice@gov.scot](mailto:jennifer.brice@gov.scot)

#### **Telephone**

+44 1312444000

#### **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.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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.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

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## **Section II: Object**

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

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

DFP-Coaching, Counselling and 360 Degree Feedback

Reference number

722159

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

- 98334000 - Wellness services

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

Services

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

The Scottish Government, on behalf of the Scottish Ministers, are seeking to commission a Service Provider to provide executive coaching, psychological counselling and 360 degree feedback services.

#### **II.1.5) Estimated total value**

Value excluding VAT: £150,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 98334000 - Wellness services

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

NUTS codes

- UKM - Scotland

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

The Scottish Government has a broad range of senior leadership roles located across Scotland, although mainly around Edinburgh and Glasgow.

We employ people with a range of skills, strengths and talents. What they have in common is a commitment to creating a more successful country and creating opportunities for Scotland to flourish through sustainable economic growth.

To support the leadership, people skills and personal development of senior staff in the Scottish Government we seek executive coaching, psychological counselling and a 360 degree feedback service which is designed to enable staff to manage and thrive within the diverse range of opportunities and challenges that arise through their careers.

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

Quality criterion - Name: Methodology / Weighting: 50

Quality criterion - Name: Staffing And Capability / Weighting: 20

Quality criterion - Name: Contract Management / Weighting: 10

Quality criterion - Name: Ethical & Professional Standards / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 0

Quality criterion - Name: Community Benefits / Weighting: 0

Quality criterion - Name: Business Continuity And Disaster Recovery (BCDR) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £150,000

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

Start date

14 April 2025

End date

13 April 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend up to a further 12 months, at the sole discretion of the Scottish Government.

#### **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.1.2) Economic and financial standing**

List and brief description of selection criteria

SPD 4B.4 Bidders must demonstrate a Current Ratio of no less than 1. Current Ratio will be calculated as follows: Total current assets divided by Total current liabilities.

SPD 4B.5 The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

- Professional indemnity 2 million GBP
- Public liability 5 million GBP

- Employers (Compulsory) Liability Insurance (in accordance with any legal obligation for the time being in force)

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

4C.1.2 Bidders are asked to provide examples of relevant experience.

SPD 4C.4 Bidders are asked to provide a statement of the relevant supply chain management and/or tracking systems used.

SPD 4C.6 Bidders are asked to confirm they obtain the relevant qualifications.

SPD 4C.7 Bidders are asked to provide a statement of the environmental management measures they have in place.

SPD 4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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

### **III.2.2) Contract performance conditions**

It shall be a condition of the Contract that, if required by the Scottish Government, the appointed Service Provider shall deliver a validly executed Parent Company Guarantee in the form set out in the tender 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.1.8) 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

29 January 2025

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

29 January 2025

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**

SPD (SCOTLAND) STAGE

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Bidders must respond to each question contained in the SPD (Scotland) (in the Qualification Envelope in PCS-T).

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In assessing responses to the SPD (Scotland), a 'Pass'/'Fail' score will be awarded to each question. Only tenders that achieve a 'Pass' for all questions in the SPD (Scotland) will proceed to the Quality and Price analysis.

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2D.1, 2D.1.1 and 2D.1.2 -

Bidders must confirm if they intend to subcontract any share of the Contract to third parties, to (in so far as known) list the proposed subcontractors, and to submit a completed 'SPD (Scotland) - Subcontractors - Supplier Response' for each of the subcontractors concerned.

AWARD STAGE

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The Award Criteria are Quality 70% / Price 30%.



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The question scoring methodology for the Award Criteria shall be:

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0 = Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement

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1 = Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

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2 = Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

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3 = Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

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4 = Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

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Bidders must confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Any tenderer who answers "No" to this question will not be subject to further evaluation.

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Bidders must confirm that they will include the standard clause in all contracts used in the delivery of the requirements, ensuring payment of subcontractors at all stages of the

supply chain within 30 days and include a point of contact for subcontractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance and provision of evidence and reporting to the Scottish Government on a regular basis.

Bidders who fail to answer “Yes” to this question will not have their tender considered further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28105. 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>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish Ministers’ commitment to contributing to the social, economic & environmental well-being of the people of Scotland, as described in the specification.

(SC Ref:784135)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

