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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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

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

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

