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Tender

## **Process Improvement Consultant**

Scottish Borders Council

F02: Contract notice

Notice identifier: 2025/S 000-074361

Procurement identifier (OCID): ocds-h6vhtk-05e264

Published 17 November 2025, 12:17pm

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

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

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

#### **Contact**

Procurement

#### **Email**

[procurement@scotborders.gov.uk](mailto:procurement@scotborders.gov.uk)

#### **Telephone**

+44 1835824000

#### **Country**

United Kingdom

**NUTS code**

UKM91 - Scottish Borders

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00394](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394)

**I.3) Communication**

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

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

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/Default.aspx>

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

Regional or local 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**

Process Improvement Consultant

Reference number

1001548

**II.1.2) Main CPV code**

- 79410000 - Business and management consultancy services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an experienced Process Improvement Consultant to support organisational transformation initiatives. The consultant will work closely with internal teams to analyse, redesign, and optimise key business processes, ensuring alignment with strategic objectives and compliance with Council procurement standards.

**II.1.5) Estimated total value**

Value excluding VAT: £100,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description**

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

- 79410000 - Business and management consultancy services

**II.2.3) Place of performance**

NUTS codes

- UKM91 - Scottish Borders

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

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an experienced Process Improvement Consultant to support

organisational transformation initiatives. The consultant will work closely with internal teams to analyse, redesign, and optimise key business processes, ensuring alignment with strategic objectives and compliance with Council procurement standards.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £100,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

A 1 X 1-year extension is available however, extension of the contract beyond the initial one-year term of the contract will be dependent on achieving satisfactory performance against the KPIs and a continued requirement for these services.

#### **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

[4B6] Other economic or financial Requirements - Economic and Financial Standing  
Contractors to be subject to a Credit safe check.

[4B5b] Insurance - Employer's (Compulsory) Liability

[4B5c] Insurance - All other types listed

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

[4B6] Other economic or financial Requirements - Economic and Financial Standing:

The Council will carry out a creditsafe check on the Bidder. In the event that the Bidder's credit score is less than 51, the Council reserves the right to require that the Bidder provides further assurance of financial capability to undertake the contract. This may include financial information (e.g. audited accounts), a Guarantee or a Performance Bond. Bidders unable to provide additional financial assurance to the full satisfaction of the Council will be disqualified from further consideration.

[4B5b] Insurance - Employer's (Compulsory) Liability Minimum amount

5 million GBP in the aggregate

[4B5c] Insurance - All other types listed Public Liability Minimum amount

5 million GBP in the aggregate

#### **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**

Details are provided within the Standard Terms and Conditions and Performance Management Plan.

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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

17 December 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**

Tender must be valid until: 13 February 2026

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

Date

17 December 2025

Local time

1:00pm

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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**

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=815908](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=815908).

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.

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:

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

The Supplier will be required to provide evidence of community benefits being delivered to the local community. The expected benefits will be proportional to the value of the spend and may include;

Employment, training or work experience opportunities for young or unemployed people.

Activities with schools or colleges.

Support or sponsorship for local community groups, projects or events.

Please see the Community Benefit Guidance document and Contract Plan included within the tender documents for further information.

(SC Ref:815908)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=815908](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=815908)

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

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

Jedburgh Sheriff Court and Justice of the Peace Court

Castlegate

Jedburgh

TD8 6AR

Email

[jedburgh@scotcourts.gov.uk](mailto:jedburgh@scotcourts.gov.uk)

Telephone

+44 1835863231

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/jedburgh-sheriff-court-and-justice-of-the-peace-court/>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authorities will incorporate a minimum 10 day standstill period at the point of information on the award of the contract is communicated to tenderers. The Public Contract (Scotland) Regulations 2015 (SSI,2015 No446) provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the award being published on the Find a Tender service (FTS) or within 30 days of the date to those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within six months from the date on which the contract was entered into.