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Tender

## **Provision of Employability Services in Inverclyde**

Inverclyde Council

F02: Contract notice

Notice identifier: 2025/S 000-075101

Procurement identifier (OCID): ocds-h6vhtk-05e412

Published 19 November 2025, 10:50am

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

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

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Angela Rodgers

#### **Email**

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

#### **Telephone**

+44 1475712634

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?\\_ncp=1759155156678.11947-2#fh](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1759155156678.11947-2#fh)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?\\_ncp=1759155156678.11947-2#fh](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1759155156678.11947-2#fh)

**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**

Provision of Employability Services in Inverclyde

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

- 80400000 - Adult and other education services

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

Services

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

Inverclyde Council are inviting Tenders for the service provision of one Lot or more than one Lot for Employability Services

? Lot 1: Vocational Training & Personal Development

? Lot 2: Addressing Health Barriers to Employment

? Lot 3: Supported Employment & Employer Engagement

? Lot 4: Environmental Employment Programme

? Lot 5: Financial Advice and Support

? Lot 6: Employment Advice, Advocacy and Guidance

? Lot 7: School Leaver Training Programme

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

## Vocational Training & Personal Development

Lot No

1

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The aim is to provide targeted vocational training and personal development activities to enable eligible Inverclyde residents to attain the skills and competencies required in particular occupations or more broadly in the labour market.

The objectives of the service are to:

? Provide a client centred service delivering vocational training, industry specific skills and personal development training.

? Undertake proactive engagement and community level reach.

? Target those who are inactive/workless/unemployed and who have at least one barrier to employment.

? Focus on moving individuals into sustainable employment.

? Support clients to access specialist services to address other barriers to employment, eg mental health, addiction, benefits & financial advice.

? Achieve a high level of qualification outcomes and entry into sustainable employment.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Addressing Health Barriers to Employment

Lot No

2

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The overarching aim of the service will be to support unemployed, inactive or workless residents of Inverclyde, aged 18 or over, who have a physical, mental, sensory or learning disability, or long term health condition, to move into sustainable employment, by providing condition management services and job placement/work experience opportunities.

The objectives of the service are to:

? Provide a specialist, flexible, person centred, locally delivered service.

? Provide adequate resource to identify and engage with those furthest from the labour market.

? Provide appropriate employment and job placement opportunities.

? Work in partnership to complement and add value to other local provision for the benefit of each client

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Supported Employment & Employer Engagement

Lot No

3

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The aim is to provide a locally delivered and targeted supported employment service to working age residents who have a mental health condition and/or physical disability to improve their skills, qualifications and work experience to progress into sustainable employment.

The objectives of the Lot 3 service are to:

? Provide a flexible, client centred supported employment service for Inverclyde residents with a mental health condition/physical disability, to move into sustained employment.

? Support employers to provide more inclusive recruitment and staff retention practices to support local people with mental health conditions/physical disabilities to gain and sustain employment.

? Develop a partnership approach to service delivery to add value to, and complement, other local specialist employment provision.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **II.2) Description**

### **II.2.1) Title**

## Environmental Employment Programme

Lot No

4

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The aim is to provide skills and experience through fixed term paid employment, enabling clients to gain recent work experience of good quality that will strengthen their CV, enabling them to compete more effectively in the job market on Programme completion.

The objective is for the successful tenderer to provide paid employment for unemployed/unwaged/inactive Inverclyde residents who would benefit from 40 weeks work experience in a role that provides environmental/groundworks/site maintenance benefit to the local community.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Financial Advice and Support

Lot No

5

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The main aim is to provide financial advice and support to local residents regarding their financial position when entering into, or progressing within, employment.

The objectives are to:

? Provide a specialist, flexible, person centred, locally delivered service.

? Inform individuals of their financial options in relation to increasing their income and/or reducing their debt.

? Work in partnership to complement and add value to local provision for the benefit of each client.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Employment Advice, Advocacy and Guidance

Lot No

6

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

To provide a specialist employment advice, advocacy and guidance service which complements and adds value to other employability services in Inverclyde. The service will be delivered flexibly to ensure clients can easily access the support available. The service will provide a range of activities to help residents remain in sustainable employment including:

? Specialist advice and guidance on employment law and the rights of individuals at work.

? Individual counselling sessions eg about a specific employment rights issue affecting a clients ability to remain in work; or to address a specific employment rights barrier preventing a client from fully benefiting from work.

? A front-line enquiry service about employment issues eg sick pay, accidents at work, etc.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Social Value Outcome Menu / Weighting: 2

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 1

Price - Weighting: 60

#### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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

#### **II.2.1) Title**

School Leaver Training Programme

Lot No

7

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

- 75200000 - Provision of services to the community

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

The main aim is to provide support to recent school leavers aged 16 to 19 and who are risk of becoming NEET by delivering a vocational employability programme. Skills for

employment should be improved via short term, 12 week training programmes which will run across the year, that will provide accredited qualifications alongside employability skills, CV support and interview skills as well as providing good quality work experience opportunities across a variety of sectors.

The objectives are to:

? Provide a specialist, flexible, person centred, service with Key worker support to engage with young people furthest away from the labour market.

? Work with clients referred by Inverclyde Council as well as local partner organisations such as Skills Development Scotland and West College Scotland and maintain strong partnership links to ensure clients are progressing towards positive destinations.

? Deliver a programme that removes barriers for young people and helps to increase confidence, resilience and basic skills for progressing into employment.

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

Quality criterion - Name: Resource, Expertise, Management & Reporting of Contract / Weighting: 15

Quality criterion - Name: Delivery Methodology / Weighting: 10

Quality criterion - Name: Output & Outcome Performance Statistics / Weighting: 10

Price - Weighting: 60

#### **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

The contract for each service will be for 12 months, April 2026 until March 2027, with an option to extend for a further 1 year period from April 2027 until March 2028

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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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

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

**PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:**

**APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD**

ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

Minimum level(s) of standards required:

Employers Liability Insurance - 5M GBP

Public Liability Insurance - 5M GBP

Professional Indemnity Insurance - 5M GBP

Contractor's Cyber Risk Insurance limit of indemnity required - 1M GBP

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

List and brief description of selection criteria

4C 1.2 Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Contract which were similar in regards to scope, scale, value and duration.

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

### **4D.1 QUALITY MANAGEMENT PROCEDURES**

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

#### 4D.1 HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the supplier attachment area in PCS-T (file name "Contract Notice Additional Information")

## **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

19 December 2025

Local time

12:00pm

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

English

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

Date

19 December 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the services are still required and budget is confirmed then a retender may be undertaken

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

Tenderers will be required to return with their submission a completed Data Protection Certificate, FOI Certificate, No Collusion Certification, S1 Equalities Questionnaire, S2 Equalities Declaration, Prompt Payment Certificate and Tender Declaration Certificate.

It will also be a condition of contract that Tenderers comply with Inverclyde Council's General Conditions of Contract, Special Conditions of Contract, Specification & Contract Information for Tenderers.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30241. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Social Value Points vary between each lot, however it would be the Council's expectation for a contract of this value and duration.

It will be a contractual requirement that the successful tenderer deliver the Community Benefits offered during the contract period.

(SC Ref:811502)

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

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

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House, 1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom