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Tender

## **PROC 25-2902 Back-Office Solution for the Police Scotland EV Charging Infrastructure**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2025/S 000-081576

Procurement identifier (OCID): ocds-h6vhtk-05f2e7

Published 10 December 2025, 2:53pm

The closing date and time has been changed to:

**16 January 2026, 12:00pm**

See the [change notice](#).

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

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

Scottish Police Authority

2 French Street, Dalmarnock

Glasgow

G40 4EH

#### **Contact**

Stuart Newton

#### **Email**

[stuart.newton@scotland.police.uk](mailto:stuart.newton@scotland.police.uk)

**Telephone**

+44 3004248662

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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>

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

Body governed by public law

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

PROC 25-2902 Back-Office Solution for the Police Scotland EV Charging Infrastructure

Reference number

PROC 25-2902

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

- 75100000 - Administration services

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

Services

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

Police Scotland currently have in place back-office services with two separate Suppliers, due to expire within the next 12 months. Police Scotland require a single Supplier to migrate all chargers from existing Contract to a new single Contract.

Police Scotland require a Supplier to provide a Single Back-Office Solution for the Police Scotland EV Charging Infrastructure; this will involve transitioning groups of chargers from these current solutions as well as adding any newly installed chargers added to the Estate during the Contract term, placed immediately on to this new Contract.

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

Value excluding VAT: £836,000

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

This contract is divided into lots: No

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

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

- 31158000 - Chargers

- 09310000 - Electricity
- 34144900 - Electric vehicles
- 31610000 - Electrical equipment for engines and vehicles
- 72260000 - Software-related services
- 71314200 - Energy-management services
- 31680000 - Electrical supplies and accessories
- 48444100 - Billing system
- 50324100 - System maintenance services
- 65300000 - Electricity distribution and related services
- 72267100 - Maintenance of information technology software

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

NUTS codes

- UKM - Scotland

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

Police Scotland currently have in place back-office services with two separate Suppliers, due to expire within the next 12 months. Police Scotland require a single Supplier to migrate all chargers from existing Contracts to a new single Contract.

Police Scotland require a Supplier to provide a Single Back-Office Solution for the Police Scotland EV Charging Infrastructure; this will involve transitioning groups of chargers from these current solutions as well as adding any newly installed chargers added to the Estate during the Contract term, placed immediately on to this new Contract.

The Back Office functionality must provide a solution to manage the Authority's electric vehicle charging infrastructure to allow control, visibility and development of the back-office solution. Software supplied must be able to provide data in-line with a standard back office system as well as allow utilisation of data as detailed within the Back Office section above. Software must provide charge point management software. Including live monitoring of charge point network, including charge sessions, access controls, management of tariffs and payments, maintenance and reporting.

Further information can be found within the Schedule of Requirements within the ITT document.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract period is initially for three (3) years, with the option to extend for 2 further 12 month periods. Further detail is contained within Tender pack.

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

##### **SPD Question 4A.1 Trade Registers**

It is a requirement of this tender that if the Tenderer is UK based, they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House, they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the items indicated below:

##### **SPD Question 4B5 Insurances**

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims.

Public & Product Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims (Public Liability) and 5 million GBP in respect of each claim without limit to the number of claims (Product Liability).

Professional Indemnity Insurance = 2 million GBP in in the annual aggregate with one automatic reinstatement.

Cyber Liability Insurance = 1 million GBP in in the annual aggregate with one automatic reinstatement.

Minimum Third Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of less than 30 (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

Tenderer`s will be required to provide evidence of having the necessary capacity and

capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

#### SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for Back-Office Solution for the Police Scotland EV Charging Infrastructure .

Two (2) examples of the provision of similar services may be requested and must be from within the last 3 years for services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

#### Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

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

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

Please see tender documentation.

#### **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**

Originally published as:

Date

12 January 2026

Local time

12:00pm

Changed to:

Date

16 January 2026

Local time

12:00pm

See the [change notice](#).

#### **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

12 January 2026

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: At expiry points of the contract i.e. if not extended - 6 months prior to the end of year 3, year 4, or if all extensions are taken, then retender within year 4 to align with expiry.

#### **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**

Please refer to Contract Notice Document within the attachments area of Public Contract Scotland Tender which details the minimum requirements that bidders must submit as part of their tender submission.

SPD Question 4C.12 Quality Control Requirements as defined within the SPD on PCST

SPD Question 4D.1 Quality Assurance/Health and Safety Requirements as defined within the SPD on PCST

Living Wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering

purposes only.

## Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

## Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30717. 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:

As part of the Technical Criteria, Tenders are required to provide an outline of all Community Benefits that can be offered in relation to the Contract. Please see tender pack for further information

(SC Ref:818121)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

