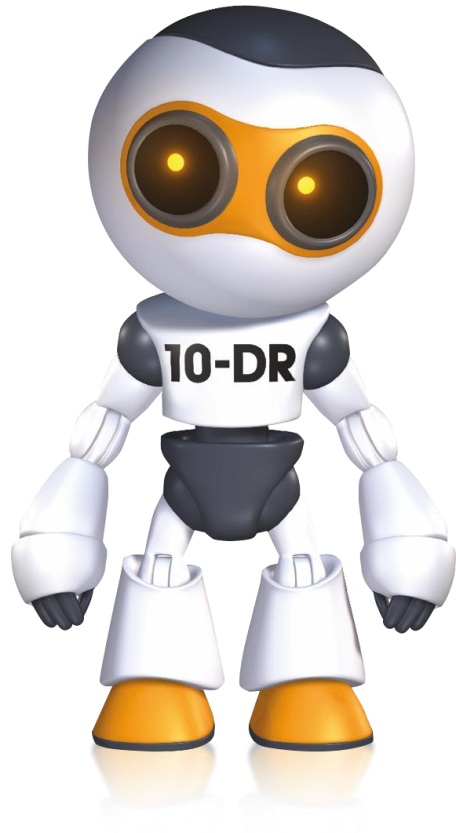


# Supplier Development Programme

Helping You **Bid Better**



## Introduction to Working with the Public Sector Module 1 - Getting Started



# Identifying Opportunities

## What is Public Contracts Scotland?

- Public Contracts Scotland is the national advertising portal for all contracting opportunities across the Scottish public sector.
- It encourages economic growth through developing a competitive market environment in which suppliers have easy access to all essential information on business opportunities arising from the public sector.
- Suppliers registered on PCS receive a free e-mail alert service, notifying them of opportunities as they arise.





**Get in touch**  
0844 561 0673

**Free Registration**  
Register here as a supplier or buyer

## This portal gives free access to contract opportunities in Scotland

Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts. You can also register to receive free e-mail alerts.

  
**Find Contracts**  
**Suppliers of goods, works and services**  
Register for free to receive regular e-mail alerts of public sector opportunities.  
[Browse notices](#)

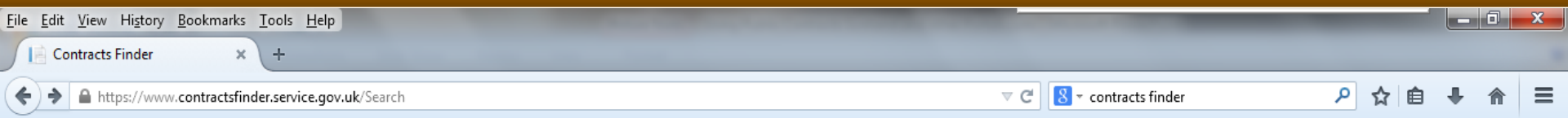
  
**Advertise Opportunities**  
**Buyers**  
Advertising your contract opportunities here and comply with your legal obligations regarding adequate publicity.  
[Issue a notice](#)

Case Studies and Videos

Projects [view all projects](#)

# Contracts Finder

- Contracts Finder lets you search for information about contracts worth over £10,000 with the government and its agencies and over £25,000 for other public bodies.
- You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account.



**BETA** This is a new service – your [feedback](#) will help us improve it. [Sign in](#)

## Find a contract

Explore and search business opportunities

### Keywords

Can include contract title, description and buyer. Maximum of 6 words

### Contract location

Search by all regions, preset regions or by postcode

All locations     Region     Postcode

### Notice type

Which types of notices do you wish to view?

Opportunity

Future opportunity

Early engagement

This is a new [beta service](#) that launched on February 26th 2015.

Not all opportunities will be available from launch. For opportunities arising prior to February 26th please view them on the [original service](#).

You can find out details about the recent procurement reforms including contracts finder [here](#).

### Service support team

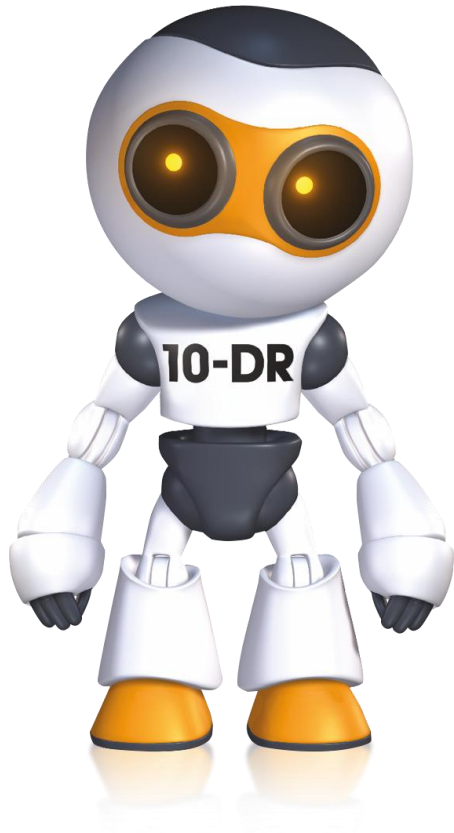
If you are experiencing problems using the Contract Finder service you can contact our service support team.

[CF.Support@ipl.com](mailto:CF.Support@ipl.com)



## Websites

- PCS - <http://www.publiccontractsscotland.gov.uk/Default.aspx>
- Contracts Finder - <https://www.contractsfinder.service.gov.uk/Search>



# Financial Requirements



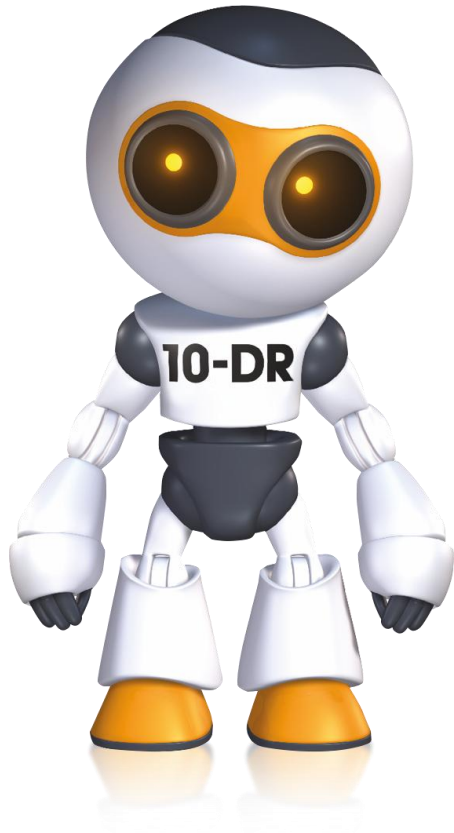
# Accounts

- A copy of your audited accounts or equivalent for the most recent two years, along with details of any significant changes since the last year end may be requested.
- Alternatively, the contracting authority may ask for information on your Turnover.

# Insurances

- It will be a requirement of almost every contract that bidders hold defined levels of insurance:
- Employer's (Compulsory) Liability Insurance = £x  
Public Liability Insurance = £x  
Professional Indemnity Insurance = £x  
Product Liability Insurance = £x

*\* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum in Scotland, except under certain circumstances*



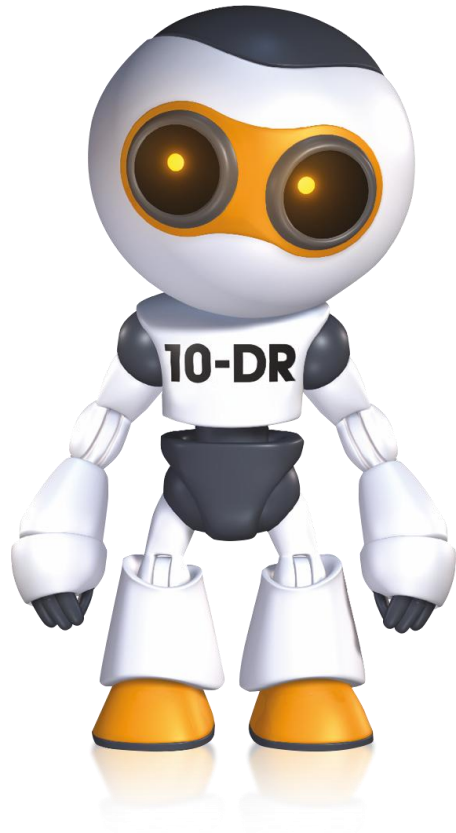
# Technical Evidence

## Staff Qualifications

- You may be asked to provide a statement of the relevant professional and technical skills available within your organisation; or where applicable, consortium members and/or named sub-contractors in relation to this procurement exercise.
- The buyer will use the information you provide to evaluate whether your organisation; consortium members and/or named sub-contractors have the relevant professional and technical skills required for this procurement exercise.

# Partnering and Sub-Contracting

- You will be asked how you intend to bid for the requirement
  - a) Is your organisation bidding to provide the entire requirement itself
  - b) Is your organisation bidding in the role of Prime Contractor and intends to use subcontractors to provide some of the requirement
  - c) Is your organisation bidding as the lead member of a consortium



# Proving Experience

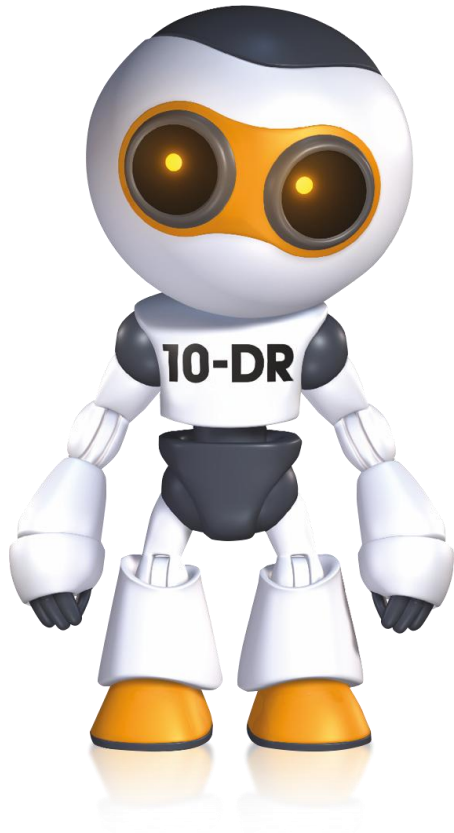
## References

- You may be asked to provide copies of completion certificates or customers' written declaration which validate the examples you have provided in response to questions on Technical Experience.
- Buyers should not score this question or mark you down if you cannot provide certificates or customer declarations.

# Comparable Contracts

- In assessing Technical Capacity, contracting authorities can consider how tenderers have performed on previous contracts.
- If, for example, a contractor failed to fulfil the environmental requirements of a previous contract, this can be taken into account at the selection stage.
- Care however will need to be exercised to ensure equal and proportionate treatment of candidates.





# Policies and Standards

# Quality Assurance

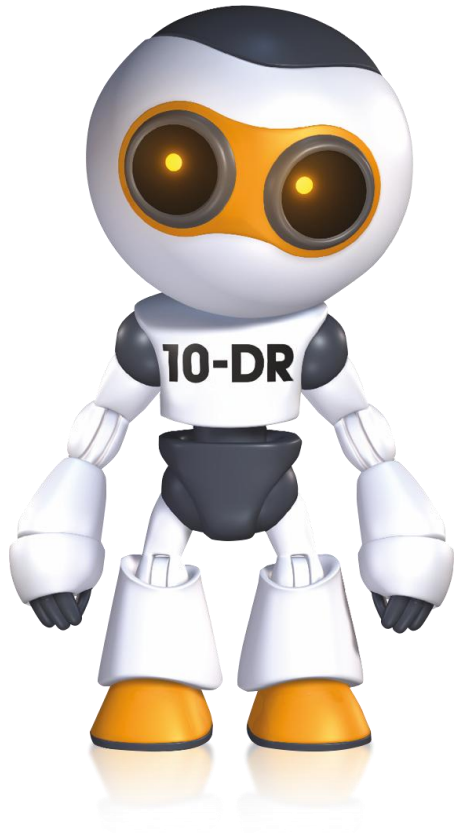
- If your organisation holds UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) you will be required to submit a copy of your certificates or other supporting information.
- If you are able to provide a copy of your certification or other supporting information against this requirement you should be scored 100% of the available marks against this requirement.

# Health and Safety

- You will be asked whether your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
- Contracting Authorities will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences/breaches.

# Equalities

- You will be asked whether, in the last three years, any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK) or if a complaint has been upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in jurisdiction other than the UK), on grounds or alleged unlawful discrimination



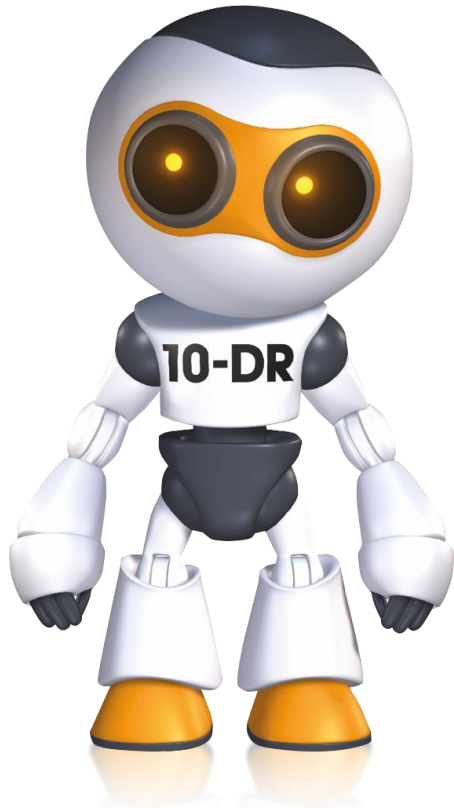
# Sustainability

# Community Benefits

- Community benefit clauses provide a means of achieving sustainability in public contracts.
- They include targeted recruitment and training, small business and social enterprise development and community engagement.
- The use of Community Benefit clauses provides a method of including social and economic matters in contracts for the supply of goods, services or works that do not conventionally have these requirements as defined or measured outcomes.

# Environmental

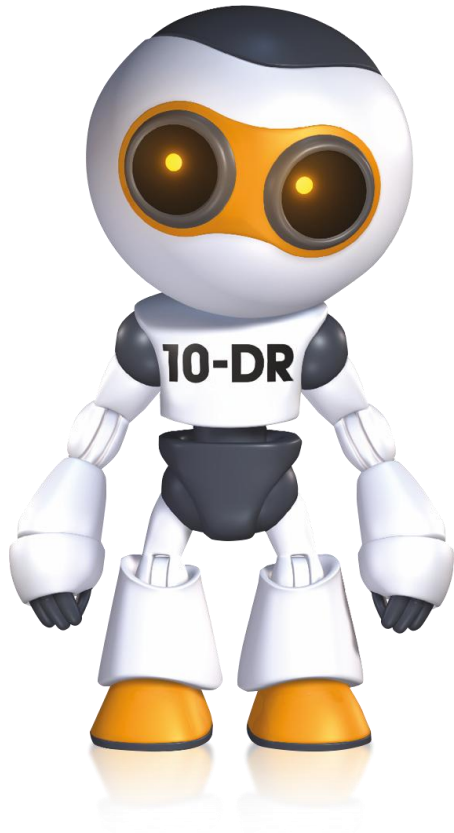
- You will be asked if your organisation has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)
- The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.



Your next webinar...

Introduction to Working with the  
Public Sector  
Module 2 - The Selection Stage





# Thank You