

# SCOTTISH GOVERNMENT FRAMEWORK AGREEMENT FOR IT TRAINING SERVICES 2020-21

## FRAMEWORK OPERATING PROCEDURES / BUYER'S GUIDE

This framework agreement will be available for use by core Scottish Government Directorates and the following agencies and associated departments and Scottish non departmental public bodies served by Scottish Ministers:

- Accountant in Bankruptcy
- Disclosure Scotland
- Historic Environment Scotland
- Scottish Housing Regulator
- Scottish Prison Service
- Scottish Public Pension Agency
- Student Awards Agency for Scotland
- Transport Scotland
- Registers of Scotland
- Office of the Scottish Charity Regulator
- Parole Board for Scotland
- Scottish Courts and Tribunal Service
- Education Scotland
- Risk Management Authority
- Food Standards Scotland
- National Records of Scotland
- Revenue Scotland Scottish Government contract

### SCOTTISH GOVERNMENT CONTRACT MANAGER

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### TRAINING PROVIDER: RANKED 1

QA Limited  
32 South Gyle Crescent  
Edinburgh  
EH12 9EB

Contact: Sophie Arnell  
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Email: [Sophie.arnell@qa.com](mailto:Sophie.arnell@qa.com)  
Alternative number reaching Fiona Gillingham: 0141 226 1321

## **TRAINING PROVIDER: RANKED 2**

Elite Training and Consultancy (Scotland) Limited  
Elite House  
1 Blythswood Square  
Glasgow  
G2 4AD

Contact: Stephen Docherty  
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# **SCOTTISH GOVERNMENT FRAMEWORK AGREEMENT FOR IT TRAINING SERVICES 2020-21**

## **CALL-OFF PROCEDURES**

Each individual commission/project will be via direct award.

When a requirement for an external specialist IT trainer arises, the framework public body training manager will contact the first ranked contractor in the first instance to establish their capability and capacity to deliver the specific requirements. In the event that the first ranked contractor is unable to provide the service required the work will then be offered to the second ranked contractor.

As a minimum, the framework body training manager should provide the contractor with:

- Covering letter
- Call-off contract order form (template provided as part A)
- Statement of requirements
- Technical proposals
- Price schedule

A call-off contract must be concluded by an award letter, confirming whether suppliers have particular requirements for calling off services and/or if their provision would be available for online booking by framework public body training managers (see template letter attached at annex B).

**PART A – FOR COMPLETION BY THE CUSTOMER**

**ICT TRAINING SERVICES FRAMEWORK 2020-21**

[To be completed by the framework public body with the training requirement. This template may be amended as appropriate in order to suit each framework public body's formatting style].

<b>ICT TRAINING SERVICES FRAMEWORK 2020-21</b>	
<b>Part A: Statement of Requirements</b> (to be completed by the requisitioning body)	
<b>Training manager/contact</b>	
Name	
Phone number	
Email address	
<b>Training requirement</b>	
Title of training/qualification required	
Preferred training dates/timeframe	
Number of attendees	
Preferred location/method of delivery	
<b>Specific requirements</b>	
<b>Invoicing /payment procedures</b>	

<b>Deadline for submission of responses</b>	
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**Part B: framework contractor response** (To be completed by Framework Contractor(s) putting forward the training proposal)

<b>Framework contact</b>	
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Name	
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Phone number	
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Email address	
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<b>Training course title/ qualification</b>	
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Dates	
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Trainer	
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Location/method of delivery	
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<b>Total cost (including contractor)</b>	
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**Declaration**

**I confirm that the proposal submitted for this call-off contract requirement will be governed by the terms and conditions of the Scottish Government ICT Training Services Framework for, including schedule 5 Standard Terms of Supply.**

Name	
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Signature	
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Date	
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SCOTTISH GOVERNMENT FRAMEWORK AGREEMENT FOR IT TRAINING SERVICE 2020-21

**Annex B: template award letter for call-offs**



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: (telephone)

E: (email)

**(Company name and address)**

**(FAO)**

**(Our Ref)**

Dear **(Sir/Madam)**

1. I refer to your quotation dated **(date of quotation)** in respect of the above requirement. I am pleased to inform you that your quotation has been accepted.

2. The documents listed below will form part of the contract:

2.1 Contract award Letter

2.2 Framework agreement provisions

2.3 Standard Terms of Supply

2.4 Order form

2.5 Your quotation dated **(date of quotation)**, including price

3. The contract will commence on **(date of contract start)** and end on **(date of contract expiry)** unless the contract is terminated in accordance with the above referenced call-off contract terms and conditions. The total cost for this contract will be £**(contract value)** (excluding VAT). Please note that your contact for this contract is **(contact details)**.

4. Please sign the enclosed copy of this letter which **must be received by return** to act as an acknowledgement of the contract award letter.

Yours faithfully

**Name**

**Title**

**SCOTTISH GOVERNMENT FRAMEWORK AGREEMENT FOR IT TRAINING SERVICES 2020-21**

**Signed for and on behalf of: (company name)**

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_