



Scottish Government  
Riaghaltas na h-Alba  
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# Project Delivery Training framework

## Buyer's guide

November 2019

## ACCESS

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The framework agreement will be available for use by:

- The Scottish Ministers (including agencies)
  - Any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament Bodies registered as social landlords under the Housing (Scotland) Act 2001
  - Bodies registered as social landlords under the Housing (Scotland) Act 2001
  - The Business Gateway National Unit at the Convention of Scottish Local Authorities (COSLA)
  - Business Stream Ltd
  - Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board
  - Councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994
  - Cross- border public authorities within the meaning of section 88(5) of the Scotland Act 1998
  - Equality and Human Rights Commission
  - The Forestry Commission
  - Further or Higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005
  - The Integrated Joint Boards established further to the Public Bodies (Joint Working) Act 2014
  - NHS Scotland
  - Offices in the Scottish Administration which are not ministerial offices
  - The Scotland Office
  - The Scottish Fire and Rescue Service
  - Scottish health boards or special health boards
  - Scottish Non-Departmental Public Bodies
  - The Scottish Parliamentary Corporate Body
  - The Scottish Police Authority
  - The Student Loans Company Limited
- any association of or formed by one or more of the foregoing bodies, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing.

In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about [Scottish public bodies](#)

**Note:** It is the responsibility of any framework public body organisation wishing to use the framework agreement to satisfy itself that it is eligible to do so. Entitlement guidance on this can be found in Annex A of Scottish Government Guidance on Framework Agreements. If there is any doubt, legal advice should be sought.

## THE FRAMEWORK AGREEMENT

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The Scottish Government is continuing to strengthen project delivery understanding and capacity.

This framework agreement provides accredited/certified programme and project delivery learning. The framework is an integral part of development interventions to build project delivery capability within that wider context. The framework is aligned to the Scottish Government's programme and project management principles ensuring that the learning opportunities best support the learning outcomes of the staff attending.

The current iteration of the framework seeks to go beyond the classroom based sessions. It engages the supplier to provide ongoing support and development to the learner, helping embed and contextualise their new skills as part of the standard price. Thus ensuring knowledge into practice and greater value for money for the organisations covered by the framework.

### **Summary**

This buyer's guide provides guidance to public sector organisations on accessing and utilising the Project Delivery Training framework.

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers, improved goods and services for all our citizens and economic opportunities for Scotland.

The agreement commenced on and will run for a period of two years with a single supplier, Elite Training & Consultancy, the options to extend for two further periods of one year.

### **Scope**

The Project Delivery Training framework is available for:

1. Call-off contract - booking on an open course – for example, course run by the provider open to or accessible by the public.
2. Closed course – run exclusively for the framework body.
3. Bespoke courses – courses specifically designed and delivered for the framework body.

## CONTACTS

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### Scottish Government contacts

□ **Framework Manager**

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□ **Programme and Project Management Centre of Expertise**

Jordan Pullar

Project Delivery Capability Officer

Scottish Procurement and Property Directorate

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### Elite Training contacts

□ **SG PPM Account Manager**

Brian McKenzie

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□ **Lead Account Manager**

Stephen Docherty

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## CALL-OFF CONTRACT

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Open course call-offs will be made directly with the supplier as required by the customer (framework body).

### Ordering procedures

#### 1. OPEN COURSES

Placing colleagues on courses run by the supplier for the public.

1. Customer completes order form once they have local approval or contact the account manager (Brian Mackenzie) on the address contained quoting the framework. **Courses booked with the supplier directly through the website will not necessarily be subject to the negotiated price or be covered by the aftercare and support specified through the framework.**
2. Supplier responds either confirming selection or discussing options and completes response form, copying in the Programme and Project Management Centre of Expertise (PPMCoE).
3. Customer pays after the event through their preferred payment method (for Scottish Government this would be Easebuy).
4. For project and programme management related courses not listed in the catalogue, please complete the form with your requirements and they will quote their best available price.

#### 2. CLOSED COURSES

Closed courses are accredited and non-accredited courses supplied by the framework contractors under the terms of this framework agreement and run specifically for one or more of the framework public bodies. They are not open for booking to the wider public.

1. Customer engages PPMCoE for advice
2. Customer or PPMCoE uses order form noting requirements
3. Supplier provides response form with proposal and costs (checking with customer for more details as required). Customer is responsible for forming contract and making arrangements (not PPMCoE)
4. Customer accepts proposals and contracts with the supplier.

#### 3. BESPOKE COURSES

Bespoke courses are courses that are designed (or amended) and run by the framework contractor under the terms of this framework.

The ordering procedure will follow that for closed courses.

Any content delivered through bespoke courses shall be the property of both the customer and the PPMCoE for use in future courses by the supplier, delivered in-house

or available to future suppliers to be delivered to any framework body under the terms of any future framework.

**Note for closed or bespoke contract - If the training requirement is £50,000 and above there is now a legal requirement for this to be registered on an organisation's contract register.**

## PRICING FOR CLOSED AND BESPOKE COURSES

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While a book price has been annexed to this guide for participation in open courses proposals by the supplier for closed and bespoke courses shall consist of the following:

- Expenses incurred in provision of suitable accommodation (if not on the customers site)
- Expenses incurred in the provision of lunch and refreshments (if not on the customers site)
- The course delivery rate (£695 per day) agreed in the contract
- The course design rate (£400 per day) agreed in the contract for design or requested modifications
- Examination and material cost per student
- Expenses related to delivery, where not based in the five noted core locations.

Class sizes will be restricted to twelve unless by agreement with the contractor who may in certain circumstances propose a smaller number as part of a proposal where this is of clear and obvious benefit to the customer.

## CANCELLATIONS

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### 1. Customer cancellation

A framework public body may cancel an order by giving 48 hours' notice or more and no charge will be made by the contractor.

If less than 48 hours' notice is given, 50% of the charge may be made, unless an agreement is made between both parties to reschedule and deliver on an alternative date. This will be at no additional cost.

Where a requirement is cancelled due to external factors out with the control of the framework public body or the contractor, such as severe weather conditions, the delivery of the requirement shall be rescheduled and delivered on an alternative date to be agreed between both parties at no additional cost.

### 2. Supplier cancellation

Where the supplier cancels a place on an open course for reasons outwith external factors (such as weather conditions) it will be expected to offer a place on an alternative within 2 months at an appropriate location.

Where a supplier cancels a closed or bespoke course with a framework body it will work the framework body to rearrange the course within two months.

Where any course is cancelled by the supplier within 48 hours out with external factors, the re-arranged course will be subject to a 50% discount.



## CALL OFF CONTRACT (BOOKING AN OPEN COURSE) OFFERING & PRICING

Catalogue course	Course duration (Days)	Course price per delegate (£)
<b>APM</b>		
Project Fundamentals (PFQ)	2	495
Project Management Qualification (PMQ)	5	895
Project Risk Certificate Level 1	2	595
Project Risk Certificate Level 2	2	595
<b>APMG</b>		
Programmes & Project Sponsorship (PPS)	2	695
Agile PM - Foundation	2	495
Agile PM - Practitioner	2	450
Agile PM – Foundation & Practitioner	4	725
Better Business Cases – Foundation	3	525
Better Business Cases – Practitioner	2	395
Better Business Cases – Foundation & Practitioner	5	895
Change Management - Foundation	3	595
Change Management - Practitioner	2	495
Change Management – Foundation & Practitioner	5	895
Managing Benefits – Foundation	3	595
Managing Benefits - Practitioner	2	495
Managing Benefits – Foundation & Practitioner	5	895
Project Control and Planning – Foundation	3	595
Project Control and Planning – Practitioner	2	495
Project Control and Planning – Foundation & Practitioner	5	895
<b>Axelos</b>		
PRINCE2 – Foundation	3	525
PRINCE2 – Practitioner	2	350
PRINCE2 – Foundation & Practitioner	5	650
PRINCE2 Agile	3	795
MSP – Foundation	3	595
MSP - Practitioner	2	495
MSP – Foundation & Practitioner	5	895
MSP - Advanced Practitioner	2	595
MSP – Re-registration	2	395
P3O – Foundation	3	595
P3O – Practitioner	2	495

P3O – Foundation & Practitioner	5	895
M_o_R – Foundation	3	595
M_o_R – Practitioner	2	495
M_o_R – Foundation & Practitioner	5	895
MoR - Re-registration	2	395
MoV – Foundation	3	595
MoV – Practitioner	2	495
MoV – Foundation & Practitioner	5	895
MoP - Foundation	3	595
MoP – Practitioner	2	495
MoP – Foundation & Practitioner	5	895

Other copies of this form can be downloaded from the Scottish Government Programme and Project Management Community [Knowledge Hub Site](#)

**Part A – For completion by the framework public body**

<b>Client</b>	
<b>Manager and address for notices</b>	Name: Address: Phone: Email: The contractor will contact this individual to obtain and clarify the organisation's requirements.
<b>Invoice contact and address (if different)</b>	Name: Address: Phone: Email:
<b>Order number</b>	To be quoted on all correspondence relating to this order form:
<b>Order date</b>	

<b>REQUIREMENTS</b>	
<b>Course name:</b>	
<b>Number of participants:</b>	
<b>Preferred course location:</b>	
<b>Preferred course start date(s):</b>	
<b>Details of the services required</b>	
<Insert a description of the required services>	
<Additional Information> for example, accessibility requirements	

For and on behalf of the framework public body:

<b>Name and title</b>	
<b>Organisation</b>	
<b>Signature</b>	
<b>Date</b>	

**Part B – For completion by Elite Training**

<b>Contract manager and address for notices</b>	Name: Brian McKenzie Address: 1 Blytheswood Square, Glasgow G2 4AD Phone: 0141 222 2227 Email: <a href="mailto:info@elitetc.co.uk">info@elitetc.co.uk</a>
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<b>Contractor's response</b>	
<b>Response:</b>	
<b>Price: (for closed/ bespoke annex full breakdown)</b>	
<b>Delivered by:</b>	Training provider name (including subcontractor name if applicable)
<b>Location and dates:</b>	

<b>Details of the training provision</b>	
<Insert a description of the services>	
<Additional information>	
<Alternative delivery methods>	

For and on behalf of the contractor:

<b>Name and title</b>	
<b>Signature</b>	
<b>Date</b>	