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Contract

Provision of Human Resource Support Services

Horserace Betting Levy Board

F03: Contract award notice

Notice identifier: 2025/S 000-000413

Procurement identifier (OCID): ocds-h6vhtk-04a508

Published 7 January 2025, 5:34pm

Section I: Contracting authority

I.1) Name and addresses

Horserace Betting Levy Board

10 South Colonnade

LONDON

E144PU

Contact

Andrew Smith

Email

andrew.smith@hblb.org.uk

Telephone

+44 2073330043

Country

United Kingdom

Region code

UKI42 - Tower Hamlets

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.hblb.org.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Human Resource Support Services

II.1.2) Main CPV code

- 79414000 - Human resources management consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The Horserace Betting Levy Board (HBLB) is a non-departmental public body (NDPB) sponsored by Department for Culture, Media and Sport (DCMS) responsible for the collection and expenditure of the Horserace Betting Levy worth approximately £100m per year. The organisation has a team of 15-20 staff and more information can be found on HBLB's website (www.hblb.org.uk).

Given its size HBLB traditionally outsources delivery of its HR services and is inviting appropriate business partners to tender for the provision of these services.

The contract has been awarded subsequent to the above invitation to tender.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Lowest offer: £7,560 / Highest offer: £220,000 taken into consideration

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The business partner will be required to:

- Ensure that HBLB is compliant with and aware of all legal requirements
- Identify and develop aspects of an HR Strategy that support delivery of HBLB's objectives
- Ensure HR policy and practice is current, lawful, and supports government's GovS 003: Human Resources standard
- Identify HR risk where apparent and recommend appropriate remedial action
- Facilitate effective employee selection and recruitment when needed
- Promote good levels of employee performance, personal development and retention.
- Survey employee engagement annually and report on results making recommendations as appropriate
- Provide HR advice to the HBLB executive and managers as needed
- Support diversity and inclusion in all HR policy and practice
- To monitor and maintain employee relations, providing appropriate employee assistance where necessary
- To provide a guaranteed HR point of contact during the working week, and out of hours as required, for employees, managers, and executives
- Prepare and distribute HR correspondence as needed, including the drafting of employment contracts and offer letters.
- To manage, review and accurately maintain HBLB's HR records
- To effectively manage the transition of services from one provider to another at both the start and end of the contract

Prospective partners will be required to work with HBLB's own internal Staff Management System to handle data concerning holidays, sickness, gifts and hospitality, appraisals, objectives, risks and their mitigations, contact details, next of kin and beneficiaries, office attendance, policy acceptance, etc. Access to this system will be granted to the selected HR service provider. HBLB does not wish to incur any additional complexity involved in the use of other HR management systems.

HBLB outsources payroll separately and this service is therefore not required under this contract.

II.2.5) Award criteria

Quality criterion - Name: Ability to deliver effective HR administration and support services / Weighting: 15

Quality criterion - Name: Ability to provide services that are secure and compliant / Weighting: 15

Quality criterion - Name: Understanding of public sector generally and HBLB specifically / Weighting: 15

Quality criterion - Name: Compatibility with HBLB's process and systems / Weighting: 15

Price - Weighting: 40

II.2.11) Information about options

Options: No

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-031547](#)

IV.2.9) Information about termination of call for competition in the form of a prior information notice

The contracting authority will not award any further contracts based on the above prior information notice

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

7 January 2025

V.2.2) Information about tenders

Number of tenders received: 8

Number of tenders received by electronic means: 8

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

HEADSTOGETHER CONSULTING LTD

Holywood

Country

United Kingdom

NUTS code

- UKN - Northern Ireland

Companies House

NI616678

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Lowest offer: £7,560 / Highest offer: £220,000 taken into consideration

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Horserace Betting Levy Board

London

Country

United Kingdom

Internet address

<https://www.hblb.org.uk/>