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Tender

## **South Cambridgeshire District Council - Agency Staff**

South Cambridgeshire District Council  
Cambridgeshire County Council  
Huntingdonshire District Council  
East Cambridgeshire District Council  
Fenland District Council

F02: Contract notice

Notice identifier: 2023/S 000-006119

Procurement identifier (OCID): ocds-h6vhtk-03ad85

Published 2 March 2023, 11:23am

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

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

South Cambridgeshire District Council

South Cambridgeshire Hall, Cambourne Business Park

Cambourne

CB23 6EA

#### **Contact**

Carla Coakley

#### **Email**

[SCDCrecruitment@scams.gov.uk](mailto:SCDCrecruitment@scams.gov.uk)

#### **Telephone**

+44 1954713624

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.scams.gov.uk>

Buyer's address

<https://www.scams.gov.uk>

**I.1) Name and addresses**

Cambridgeshire County Council

The Guildhall, Market Square

Cambridge

CB2 3QJ

**Contact**

Jane Whiteman-Turl

**Email**

[jane.whiteman-turl@cambridge.gov.uk](mailto:jane.whiteman-turl@cambridge.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.cambridge.gov.uk>

**I.1) Name and addresses**

Huntingdonshire District Council

Pathfinder House, St Mary's Street

Huntingdon

PE29 3TN

**Contact**

Sarah Youthed

**Email**

[sarah.youthed@huntingdonshire.gov.uk](mailto:sarah.youthed@huntingdonshire.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.huntingdonshire.gov.uk>

**I.1) Name and addresses**

East Cambridgeshire District Council

The Grange Car Park, Nutholt Ln,

Ely

CB7 4EE

**Email**

[sean.missin@scambs.gov.uk](mailto:sean.missin@scambs.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.eastcambs.gov.uk/>

**I.1) Name and addresses**

Fenland District Council

Fenland Hall, County Road

March

PE15 8NQ

**Email**

[sbeales@fenland.gov.uk](mailto:sbeales@fenland.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

## **Internet address(es)**

Main address

<https://www.fenland.gov.uk/>

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=41b5498f-8ab3-ed11-811f-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=41b5498f-8ab3-ed11-811f-005056b64545>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

South Cambridgeshire District Council - Agency Staff

Reference number

DN657852

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

South Cambridgeshire District Council (SCDC) are looking for suitably qualified and experienced Agencies to provide temporary agency staff to SCDC.

SCDC are therefore establishing an Agency Staff Framework Contract (The Contract), comprising of a number of categories and it is envisaged that a number of Agencies will be appointed to each category. Agencies will be invited to bid via the Public Contract Regulations 2015 open tender procedure to create an compliant Framework contract. The final contract will be a separate call off contract from the created Agency Staff Framework Contract between each agency and the Council.

Whilst The Contract is a contract between the Agencies and SCDC, The Contract will also be open for Huntingdonshire District Council (HDC) Cambridge City Council (CCC), East Cambridgeshire District Council (ECDC) and Fenland District Council (FDC) to use at their discretion. Please note that CCC, HDC and SCDC are working in strategic partnership to share a number of Council services.

Should you wish to bid for this tender, please do so by visiting our e-tendering portal at: <https://procontract.due-north.com/Advert/Index?advertId=41b5498f-8ab3-ed11-811f-005056b64545>

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Housing and Property

Lot No

1

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
  - AA01 - Metal
- 79600000 - Recruitment services
  - AA01 - Metal

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Category

- Housing Strategy Services
- Advice and Homelessness
- Housing Services Officers
- Facilities
- Sheltered Housing Officers
- Maintenance and Surveyors

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Health and Environmental Service Specialists

Lot No

2

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Category

- Environmental Health Officers
- Waste and Recycling
- Licencing
- Grounds Maintenance

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Waste

Lot No

3

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

- Waste and Recycling Operatives
- LGV Drivers

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Planning

Lot No

4

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Category

- Building Control
- Planners
- Including; Historical Buildings and Urban Design

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

General up to £30k (the equivalent salary)

Lot No

5

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Category

- HR, Finance and Office Support
- Communications
- Electoral Services
- Leisure Services
- All other services

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

General up to £30k Plus (the equivalent salary)

Lot No

6

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

- HR, Finance and Office Support
- Communications
- Electoral Services
- Leisure Services

All other services

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Revenues and Benefits

Lot No

7

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Revenues and Benefits

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is for 2-year term with the option to extend each and every year for a further 2 years at SCDC's Discretion.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

As per the procurement documents.

#### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **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**

Date

3 April 2023

Local time

1:00pm

### **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: 90 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

3 April 2023

Local time

2:00pm

Place

Cambourne, by Officers only

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

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

South Cambridgeshire District Council

South Cambridgeshire Hall, Cambourne Business Park

Cambourne

CB23 6EA

Email

[sean.missin@scambs.gov.uk](mailto:sean.missin@scambs.gov.uk)

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+44 1954713378

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