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Tender

## **HBC 0323 The provision of Temporary Staff**

Hertsmere Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-006792

Procurement identifier (OCID): ocids-h6vhtk-03b0a7

Published 8 March 2023, 4:02pm

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

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

Hertsmere Borough Council

Elstree Way

Borehamwood

WD6 1WA

#### **Contact**

Procurement

#### **Email**

[Kirsten.brown@hertsmere.gov.uk](mailto:Kirsten.brown@hertsmere.gov.uk)

#### **Telephone**

+44 2082072277

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)

**I.3) Communication**

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

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

HBC 0323 The provision of Temporary Staff

Reference number

HC259

### **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**

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of temporary staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots. This procurement is an open process. Organisations wishing to take part in this project are invited to 'express an interest' and also 'opt in' which will give access to the full procurement documents in the e-tendering system. Please allow sufficient time to make your return, as Tender submissions cannot be uploaded and submitted after this return deadline. Please ensure that where possible documents are uploaded as a PDF or Word and that file names are succinct. Any questions relating to this procu

### **II.1.5) Estimated total value**

Value excluding VAT: £8,000,000

### **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**

1. Finance - General

Lot No

1

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

- 79620000 - Supply services of personnel including temporary staff

**II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**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**

2- Finance Specialists

Lot No

2

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

3 - IT

Lot No

3

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

## **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**

4 Revenues and Benefits

Lot No

4

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being

undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: No

#### **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**

5 - Legal

Lot No

5

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



- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

6 - Planning

Lot No

6

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

7-Engineering and Asset Management

Lot No

7

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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**

8- Environmental Health

Lot No

8

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/

specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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**

9- General Professional and Technical Staff

Lot No

9

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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**

## 10 - Parking Enforcement

Lot No

10

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

11- Administration

Lot No

11

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48



This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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**

12 - Street Scene Drivers

Lot No

12

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

13 Street scene non drivers

Lot No

13

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

- 79623000 - Supply services of commercial or industrial workers

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertsmere Borough Council (hereinafter referred to as the Council) is seeking to set up a series of framework agreements for the supply of agency staff. The Procurement is being undertaken in a number of Lots covering different specialisms. The council is looking to work with agencies with a good record of supplying quality temporary staff to the job roles/ specialisms and has processes in place to attract staff who will be predominantly working from the council's offices and depots.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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 stated in the procurement documents

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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 several operators

Envisaged maximum number of participants to the framework agreement: 78

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

framework is for four years

#### **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

11 April 2023

Local time

12:00pm

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

11 April 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you

are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. The Council reserves the right at any time to cease the procurement process and not award a Framework Agreement or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Framework Agreement.

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

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

High Court

London

Country

United Kingdom