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Tender

Temporary Staff Framework

Sheffield Hallam University

F02: Contract notice

Notice identifier: 2021/S 000-008232

Procurement identifier (OCID): ocds-h6vhtk-02a799

Published 19 April 2021, 3:45pm

Section I: Contracting authority

I.1) Name and addresses

Sheffield Hallam University

City Campus, Howard Street

SHEFFIELD

S11WB

Contact

Jemma Kirkham

Email

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Telephone

+44 1142255962

Country

United Kingdom

NUTS code

UKE32 - Sheffield

Internet address(es)

Main address

<https://www.shu.ac.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/sheffieldhallamuniversity>

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/sheffieldhallamuniversity>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

Temporary Staff Framework

Reference number

2021-20-HROD-JK

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

The University is seeking to appoint up to 3 agencies on to a Framework Agreement with the professional expertise and service capability to provide cost-effective temporary workers. Support is required for a number of reasons including cover for sickness absence, a short-term increase in workload or to undertake a one-off task for a short period of time. The University may have a requirement for the use of temporary staff, within all the Colleges, Institutes and Directorates stated above, and across both City and Collegiate campuses.

II.1.5) Estimated total value

Value excluding VAT: £640,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79612000 - Placement services of office-support personnel
- 79621000 - Supply services of office personnel
- 79622000 - Supply services of domestic help personnel
- 79623000 - Supply services of commercial or industrial workers

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

The University intends to award a framework agreement, for the supply of Temporary Staff Agency Services to:

- Supply agency workers
- Ensure satisfactory performance from the agency
- Ensure control of costs
- Comply with HMRC requirements, such that the agency assures that each agency worker has compliant mechanisms to ensure their tax is being paid at no potential future liability to the University.
- Meet our targets in relation to increasing the diversity of our workforce

II.2.5) Award criteria

Quality criterion - Name: Service Implementation / Weighting: Pass/Fail

Quality criterion - Name: Account Management / Weighting: 12.31

Quality criterion - Name: Candidate Management / Weighting: 8.21

Quality criterion - Name: Candidate Communication / Weighting: 8.21

Quality criterion - Name: Accessible Service / Weighting: 6.15

Quality criterion - Name: Social Value / Weighting: 5.13

Cost criterion - Name: Price / Weighting: 60

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

The initial term is for 2 years with 2x 12 month extension periods. This agreement has a maximum duration of 4 years.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

Objective criteria for choosing the limited number of candidates:

Following the selection stage 6 organisations will be invited to submit tenders with the intent of awarding 3 onto the framework using a ranking system.

The University reserves the right to invite fewer than 6 where there is a visible distinction between the highest scoring SQ submissions and the remaining number that make up the top 6.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As described in the Invitation to Tender

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 described in the Invitation to Tender

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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: 3

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

19 May 2021

Local time

4:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

15 June 2021

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: 4 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2024

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

All tender documentation can be found at <https://intendhost.co.uk/sheffieldhallamuniversity>

All correspondence must be returned via this portal.

VI.4) Procedures for review

VI.4.1) Review body

Sheffield Hallam University Legal Services

Howard Street

Sheffield

S1 1WB

Country

United Kingdom