

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/009127-2025>

Contract

Supply of administrative clerks for tribunal services

Ministry of Justice

F03: Contract award notice

Notice identifier: 2025/S 000-009127

Procurement identifier (OCID): ocids-h6vhtk-04ec80

Published 13 March 2025, 9:11am

Section I: Contracting authority

I.1) Name and addresses

Ministry of Justice

102 Petty France

London

SW1H 9AJ

Email

hmctscommercial@justice.gov.uk

Telephone

+44 02033343555

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/ministry-of-justice>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply of administrative clerks for tribunal services

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

The Supplier will provide staff that attend specified venues and clerk Tribunal services. This ad-hoc support enables HMCTS panels to carry out their Judicial duties and is a vital element of the tribunal process. Supply is determined by the number and location of hearings listed by the tribunal which varies and is dependent on receipt of applications/referrals.

II.1.6) Information about lots

This contract is divided into lots: No

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

Value excluding VAT: £1,000,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This contract is for the provision of tribunal clerking services. The Supplier will provide staff that attend specified venues and clerk Tribunals. This ad-hoc support enables HMCTS panels to carry out their Judicial duties and is a vital element of the tribunal process. Supply is determined by the number and location of hearings listed by the

tribunal which varies and is dependent on receipt of applications/referrals. Mental Health Tribunals specifically are held in hospitals across England to minimise the disruption to vulnerable patients applying for their detention to be independently reviewed.

The contract is being awarded to Hays Recruitment Ltd under regulation 32(2)(c) of the Public Contract Regulations 2015. This award is being made due to the need to provide continuity of service, under “extreme urgency” whilst controlling the risk of service continuity and the cost of change.

The contract has been awarded for 12 months, with the options for an extension of up to a further 12 additional months, to enable a compliant procurement process to be undertaken. The anticipated life time value of the contract is £1,000,000, with a proportion of that sum being ring fenced for continuous improvement to the service.

II.2.5) Award criteria

Quality criterion - Name: Price / Weighting: 100

Price - Weighting: 100

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Award of a contract without prior publication of a call for competition in the cases listed below

- No tenders or no suitable tenders/requests to participate in response to restricted procedure
- Extreme urgency brought about by events unforeseeable for the contracting authority

Explanation:

This contract is for the provision of tribunal clerking services. The Supplier will provide staff that attend specified venues and clerk Tribunals. This ad-hoc support enables HMCTS panels to carry out their Judicial duties and is a vital element of the tribunal process. Supply is determined by the number and location of hearings listed by the tribunal which varies and is dependent on receipt of applications/referrals. Mental Health Tribunals specifically are held in hospitals across England to minimise the disruption to vulnerable patients applying for their detention to be independently reviewed.

The contract is being awarded to Hays Recruitment Ltd under regulation 32(2)© of the Public Contract Regulations 2015. This award is being made due to the need to provide continuity of service, under “extreme urgency” whilst controlling the risk of service continuity and the cost of change.

The contract has been awarded for 12 months, with the options for an extension of up to a further 12 additional months, to enable a compliant procurement process to be undertaken. The anticipated life time value of the contract is £1,000,000, with a proportion of that sum being ring fenced for continuous improvement to the service.

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section V. Award of contract

Contract No

24465

Title

Provision of Tribunal Clerk Services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

17 February 2025

V.2.2) Information about tenders

Number of tenders received: 1

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

V.2.3) Name and address of the contractor

Hays Specialist Recruitment Ltd

London

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

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

Total value of the contract/lot: £1,000,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Ministry of Justice

5 Wellington place

London

LS1 4AP

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Ministry of Justice

5 Wellington place

Leeds

LS1 4AP

Country

United Kingdom