

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): ocds-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](mailto: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