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Tender

## **Refresh of Preferred Supplier List for Recruitment Agencies for Harris Federation**

Harris Federation

F02: Contract notice

Notice identifier: 2021/S 000-011650

Procurement identifier (OCID): ocids-h6vhtk-02b4f4

Published 25 May 2021, 5:14pm

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

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

Harris Federation

4th Floor Norfolk House, Wellesley Road

Croydon

CR0 1LH

#### **Email**

[procurement@harrisfederation.org.uk](mailto:procurement@harrisfederation.org.uk)

#### **Telephone**

+44 2082537777

#### **Fax**

+44 2082537778

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.harrisfederation.org.uk](http://www.harrisfederation.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA30809](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA30809)

**I.3) Communication**

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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.mytenders.co.uk](http://www.mytenders.co.uk)

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Refresh of Preferred Supplier List for Recruitment Agencies for Harris Federation

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

- 79600000 - Recruitment services

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

Services

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

Harris Federation is refreshing its Preferred Supplier List (PSL) to secure the provision of specialist recruitment services that support the staffing requirements of all existing, and future, academies within the Federation. As one of the largest multi academy trusts in the country, with a pipeline of future academy projects planned, the Harris Federation has a high volume recruitment demand focused on academy / class based staffing. We are seeking the services of established recruitment agencies with a proven track record of delivering mandates in education, or appropriate sectors, and have the means to deliver compliant, high quality staffing solutions for our growing number of primary and secondary academies.

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKI - London

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

The PSL will comprise of suppliers who can service both temporary and permanent recruitment solutions, delivered through 1st or 2nd tier groups of suppliers with specialisms in employment types of job categories.

The PSL will be set up as a dynamic purchasing system for a period of four years that refreshes at least three times a year to review the current composition and suppliers' placement on Tier 1 and Tier 2. This 'refreshing' will also allow the Federation to consider new entrants for inclusion as well as review existing suppliers to ensure they are still meeting the standards detailed in the Selection Questionnaire and in terms of their performance.

The purpose of the PSL is to provide qualitative assurances that enable Harris academies to partner with quality driven suppliers that offer a range of recruitment services under a central Federation framework, underpinned by a common set of terms of business and bespoke pricing agreements. The central Talent Resourcing and Attraction Team will be responsible for coordinating the PSL as part of the wider Federation resourcing strategy, and will support individual academies who engage directly with preferred suppliers through mandatory systems and processes. The level of input required by the central Talent Resourcing and Attraction Team when engaging the PSL will be determined by the type of employment and assignment duration, but the PSL will be mandated across the Federation with all recruitment services drawn from the PSL only.

To achieve a PSL that provides academies a depth and breadth of supplier service, and offers both flexibility and transparency, we anticipate that no more than ten suppliers will be awarded Tier 1 status per job category, and that Tier 1 suppliers only service that category. However, suppliers could hold Tier 1 status for both job categories, or hold Tier 1 and Tier 2 status in each job category based on their capability and specialisms. We therefore expect Tier 2 suppliers to service work across both job categories and all employment types for any academy within the Federation. The Federation reserves the right to vary this based on the outcomes of the tendering process. We anticipate that no more than twenty suppliers will be awarded Tier 2 status per job category.

The objective in creating a PSL with Tier 1 and Tier 2 supplier status is to encourage academy/supplier partnerships based on quality of service, whilst offering periods of exclusivity and driving higher volumes of work to suppliers based on their specialisms, capabilities, market coverage and quality of industry experience. An academy may by exception award supply status to one supplier on Tier 1 for a particular role in a job category.

## **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

Yes

Description of renewals

As a DPS the framework will be subject to refreshing.

**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.2.14) Additional information**

All information is contained within the ITT, Selection and Award Questionnaires.

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## **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

Please see ITT and Selection Questionnaire

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Recruitment professionals

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

See ITT

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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: 60

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2019/S 112-275086](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 June 2021

Local time

12:00pm

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

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

Date

22 June 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is a refresh of the PSL as it has been set up as a Dynamic Purchasing System.

### **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**

As this procurement is being undertaken using the Open Procedure then bidders are required to submit completed Selection and Award Questionnaires and a SQ Response Document together as their bid submission.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at  
[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=222916](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=222916).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at  
[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:222916)

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

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

Public Procurement Review Service

Cabinet Office



London

CR0 1LH

Country

United Kingdom