

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013824-2023>

Tender

OHC and AT - Preferred Supplier List (PSL) for the recruitment and placement of Temporary and Permanent Staff

Orchard Hill College & Academy Trust

F02: Contract notice

Notice identifier: 2023/S 000-013824

Procurement identifier (OCID): ocids-h6vhtk-03c8e7

Published 15 May 2023, 4:14pm

Section I: Contracting authority

I.1) Name and addresses

Orchard Hill College & Academy Trust

Quadrant House 8th Floor, The Quadrant Sutton

Surrey

SM2 5AS

Email

procurement@orchardhill.ac.uk

Telephone

+44 3454020453

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://ohcat.org>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42971

I.3) Communication

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

<https://ohcat.mytenders.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ohcat.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

<https://ohcat.mytenders.co.uk/>

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

OHC and AT - Preferred Supplier List (PSL) for the recruitment and placement of Temporary and Permanent Staff

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

Orchard Hill College wishes to create a Preferred Supplier List (PSL) for the recruitment and placement of temporary and permanent personnel, as detailed ITT.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79620000 - Supply services of personnel including temporary staff
- 79610000 - Placement services of personnel
- 85141000 - Services provided by medical personnel
- 80340000 - Special education services
- 80400000 - Adult and other education services

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

College centres (and schools) in www.ohcat.org

II.2.4) Description of the procurement

Orchard Hill College (and OHCAT) wishes to create a Preferred Supplier List (PSL) for the recruitment and placement of temporary and permanent personnel, as detailed in the ITT.

The PSL will commence in September 2023 and will be in place for a total of three years with an option to extend to a maximum of four years.

The PSL will be run as a dynamic purchasing system and will be refreshed annually at which OHC will review current suppliers to assess if their position on the PSL should remain and if sufficient vacancies arise then OHC will re-advertise for new entrants to be considered.

At the time of publishing this tender OHC has 8 college centres (a 9th will be in place from September 2023). OHC has immediate, short-term and long-term staffing requirements centred mostly on temporary teaching and support roles.

We are looking for established recruitment agencies that can demonstrate a proven track record of delivering mandates in the education sector and particularly SEND environments.

NB There is an expectation that all agency personnel put forward for placement will have undertaken safeguarding level 1 training, manual handling and Team Teach training, however, OHC can provide this training at additional cost if required. Personnel should also be fully conversant with KCSiE and will have also read relevant OHC and OHCAT policies prior to taking up any role.

The PSL will initially be split into two categories:

Curriculum staff

- Learning (Teaching) Support Assistant - Level 1
- Learning (Teaching) Support Assistant - Level 2
- Senior Teaching Aide (STA)
- Lecturer

Non-Curriculum staff

- Occupational therapist
- Physiotherapist
- Speech and language therapist
- Art Therapist
- Nurse

NB More categories and job roles can be added at any point during the lifetime of the PSL.

1The purpose of the PSL is to provide efficient routes to supply personnel who meet our requirements. Agencies will act as our recruitment partners under a centrally managed framework, underpinned by a common set of terms of business and bespoke pricing agreements. The HR Department will be responsible for promoting the PSL internally as part of our wider resourcing strategy and will support college centres to engage directly with preferred suppliers via this PSL.

We anticipate that no more than 12 recruitment agencies will be appointed to the PSL at any one time for curriculum and 8 for non-curriculum.

Suppliers must agree to be bound by our Terms of Business.

We do not guarantee usage or volume through the PSL, however, we will approach approved PSL providers in the first instance for our staffing requirements which are covered by this PSL. OHC engage over 400 days of agency personnel per week to give an indication of current volume.

We reserve the right to add OHCAT to be a recipient of the PSL at any time during the lifetime of the PSL. At the time of publishing this tender OHCAT has 14 SEND schools and a central services team.

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

This contract is subject to renewal

Yes

Description of renewals

An option to extend to a maximum of four years.

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

See ITT, in particular, instructions to bidders and time table. Supplier briefing event [1 person per agency] via Teams at 10am on 23/05/23.

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

See ITT and associated documentation.

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

Professional recruitment and placement services.

III.2.2) Contract performance conditions

See ITT and associated documentation.

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: 20

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 June 2023

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

19 June 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3-3.5 years time

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

See ITT and associated documentation.

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=229400.

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.

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:229400)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>