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Tender

## **QUB/2411/23 Employee Management Operator - USA**

Queen's University Belfast

F02: Contract notice

Notice identifier: 2023/S 000-015202

Procurement identifier (OCID): ocds-h6vhtk-03d015

Published 29 May 2023, 3:23pm

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

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

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

#### **Email**

[j.glackin@qub.ac.uk](mailto:j.glackin@qub.ac.uk)

#### **Telephone**

+44 2890973026

#### **Fax**

+44 2890971390

#### **Country**

United Kingdom

**NUTS code**

UKN06 - Belfast

**Internet address(es)**

Main address

[www.qub.ac.uk](http://www.qub.ac.uk)

Buyer's address

[www.qub.ac.uk/po](http://www.qub.ac.uk/po)

**I.3) Communication**

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

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

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://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

**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**

QUB/2411/23 Employee Management Operator - USA

Reference number

QUB/2411/23

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

- 79630000 - Personnel services except placement and supply services

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

Services

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

The Global Student Recruitment Team at Queen's has overarching responsibility for delivering the University's international student recruitment targets, in conjunction with Faculty Student Recruitment Hubs. Over the past 5-year period, Queen's Global Student Recruitment Team presence has expanded and currently there is representation across a number of key regions. The University is keen to further expand its in-market network by embedding staff in the United States of America. The University therefore invites tenders for an Employee Management Operator who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in the USA.

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

This contract is divided into lots: No

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

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

NUTS codes

- US - United States

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

The Global Student Recruitment Team at Queen's has overarching responsibility for delivering the University's international student recruitment targets, in conjunction with Faculty Student Recruitment Hubs. Over the past 5-year period, Queen's Global Student Recruitment Team presence has expanded and currently there is representation across a number of key regions. The University is keen to further expand its in-market network by embedding staff in the United States of America. The University therefore invites tenders for an Employee Management Operator who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in the USA. The successful Economic Operator must:

- Provide a recruitment platform to employ a new in-market representative and manage payroll;
- Facilitate the hiring process (excluding recruitment and interview) and onboard a new in-market representatives, as required;
- Ensure full compliance with local employment legislation and adherence to all appropriate governance arrangements required in the defined country;
- Provide guidance to the University regarding any regulatory changes which may impact in-market provision;
- Provide any required business support including quarterly reconciliation of expenses;
- Ensure alignment of employment contract periods with the period of Economic Operator contract;
- Provide a competitive benefit package for the region including provision of healthcare insurance, 401k retirement plan and paid leave.

#### **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

120

This contract is subject to renewal

Yes

Description of renewals

The contract is for a period of 5 years with option to extend for a further 60 months. A renewal, if the service is still required, will be initiated after a period of 114 months should the option to extend be fully exercised.

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The University reserves the right to extend the contract by up to a period of 60 months

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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 refer to tender documents

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

28 June 2023

Local time

4:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

28 June 2023

Local time

4:30pm

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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: 114 months

### **VI.3) Additional information**

This authority will incorporate a standstill period at the point information on the award of the contract is communicated to Tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contract Regulations 2015 (SI 2015/102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

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

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

Queen's University Belfast

University Road

Belfast

BT7 1NN

Country

United Kingdom