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Tender

KMPT DBS Renewals & Fit and Proper Person Check Services

Kent and Medway NHS and Social Care Partnership Trust

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018222

Procurement identifier (OCID): ocds-h6vhtk-04fb9f ([view related notices](#))

Published 30 April 2025, 10:09pm

Scope

Description

Kent and Medway NHS and Social Care Partnership Trust (the "Contracting Authority" or "CA") is inviting tenders for the provision of Disclosure and Barring (DBS) check services, ensuring that appropriate pre and post-employment checks have been undertaken for all employees of the CA based on legislative and NHS Employers' requirements. The Supplier will undertake periodical renewals of all existing DBS certificates for eligible employees, in addition to Fit and Proper Person (FPPR) checks for new employees and renewals. The Supplier must be registered with DBS and must be able to administer DBS checks and undertake Fit and Proper Person (FPPR) checks for the CA's employees. The CA is procuring this contract following the Open Procedure under the Procurement Act 2023 and the CA's Standing Financial Instructions. The CA will be awarding one Contract for the provision of all services detailed in the Specification.

Total value (estimated)

- £300,000 excluding VAT

- £318,500 including VAT

Above the relevant threshold

Contract dates (estimated)

- 8 September 2025 to 7 September 2028
- Possible extension to 7 September 2030
- 5 years

Description of possible extension:

The Contract term may be extended for a further period or periods up to a maximum of two (2) years, subject to performance and the absolute discretion of the Contracting Authority. The duration of this Contract shall be no longer than five (5) years in total.

Main procurement category

Services

CPV classifications

- 79600000 - Recruitment services
- 75100000 - Administration services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Contract locations

- UKJ4 - Kent

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

2 June 2025, 12:00pm

Tender submission deadline

2 June 2025, 12:00pm

Submission address and any special instructions

The Contracting Authority is utilising an electronic Tendering system ("E-Tendering Portal") to manage this procurement and communicate with Tenderers. Accordingly, there will be no hard copy documents issued to Tenderers and all communications with the Contracting Authority, including the submission of Tender responses will be conducted solely via the following link: <https://health-family.force.com/s/Welcome> A user guide can be found at the following link: https://services.atamis.co.uk/docs/Supplier_User_Guide.pdf For any technical queries, please contact support-health@atamis.co.uk or via telephone on 0800 995 6035 (08:00-18:00 Monday-Friday excluding public holidays).

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

28 July 2025

Recurring procurement

Publication date of next tender notice (estimated): 30 April 2030

Award criteria

| Name | Type | Weighting |
|------------------------------------|---------|-----------|
| Price Evaluation | Price | 60.00% |
| Technical Quality Evaluation | Quality | 30.00% |
| Net zero & Social Value Evaluation | Quality | 10.00% |

Other information

Payment terms

The 'Total value (estimated)' figure stated within this notice represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account optional extension periods. This figure does not however take into account: (i) the application of indexation; or (ii) potential increases to the fees charged by the

Government's Disclosure and Barring Service to the Supplier and passed on to the Contracting Authority at cost; or (iii) potential increases or decreases in the demand for services during the Contract term as detailed within the tender documents. The Contracting Authority does not guarantee any volume or value under this contract or in association with this notice.

Description of risks to contract performance

Contract Performance: The Contracting Authority has identified the following risks as risks that satisfy the criteria of Schedule 8 sub-paragraph (6)(a) of the Procurement Act 2023 i.e. that the risk/s could jeopardise the satisfactory performance of the contract but, because of its/their nature, cannot be addressed in the contract as awarded: (i) Changes in legislation and statutory guidance, and/or NHS or organisational policy and guidance, governing the nature of DBS check processes and/or how they are undertaken; (ii) increases to the fees charged by the Government's Disclosure and Barring Service to the Supplier and passed on to the Contracting Authority at cost; and (iii) increased demand for the services during the Contract term due to increased employee headcount or increased eligibility for DBS and associated services. and has concluded that there is a possibility that the contract may have to be modified as a result of a materialisation of the known risk at a later date in accordance with Schedule 8 paragraph 5 of the Procurement Act 2023 Exclusions: If at any time during the procurement, or post award, it comes to the attention of the Contracting Authority, by whatever means, that a Supplier has become 'excluded' or 'excludable' as per Sec 57 of the PA2023, the Contracting Authority, after compliance with its obligations under the PA 23, reserves the right to exclude said Supplier from the procurement procedure or terminate any contract they have been awarded. Reservations of rights and disclaimers of liability: The Contracting Authority expressly reserves the right: (i). not to award any contract as a result of the procurement process commenced by publication of this notice; (ii). to make whatever changes it may see fit to the content and structure of the tendering Competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by candidates.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Kent and Medway NHS and Social Care Partnership Trust

- Public Procurement Organisation Number: PNZR-1968-PDPD

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Region: UKJ46 - West Kent

Organisation type: Public authority - central government