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Tender

CO02454 Pre-Employment Checks - Vetting Services

Essex County Council

F02: Contract notice

Notice identifier: 2022/S 000-018904

Procurement identifier (OCID): ocds-h6vhtk-035081

Published 11 July 2022, 12:42pm

Section I: Contracting authority

I.1) Name and addresses

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

Contact

Mr Andrew Beaver

Email

Andrew.beaver@essex.gov.uk

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

I.3) Communication

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

<https://procontract.due-north.com/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Login>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CO02454 Pre-Employment Checks - Vetting Services

Reference number

DN616419

II.1.2) Main CPV code

- 75000000 - Administration, defence and social security services

II.1.3) Type of contract

Services

II.1.4) Short description

Essex County Council (ECC) Employment Vetting Service currently processes Disclosure & Barring Service (DBS) and other employments checks for internal staff, and also to External Customer Organisations across the UK. The current split of checks is approx. 30% internal to 70% external.

ECC is seeking to replace its current service provision with a service that will offer a range of checks including the current checks and any potential new checks that the bidder may offer.

Our longer-term aim is to become an eRB broker.

We would be seeking a provider to offer a system for checks with ECC remaining as the counter signatory for DBS

The ECC eDBS Service has a current e-Bulk contract with an external provider which is due to come to an end in November 2022. On average last year we completed 37,500 checks with an expectation to increase this by 36% throughout 2022 and continue to increase. The checks completed were made up of 23,100 DBS checks and 14,400 other pre-employment checks.

The new contract will be expected to ensure continuity for the eDBS Service element and its existing customers.

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

II.2.4) Description of the procurement

The system shall be candidate driven with minimal manual intervention by ECC. This shall include technology which enhances customer experience to ensure we are at the forefront of service provision such as facial recognition for Right to Work purposes.

The preference is for a cloud-based service with minimal impact on ECC's infrastructure.

The system will need to be available on-line 24/7 and accessible via mobile / smart devices.

ECC branding of the version of the providers system to be used by ECC applicants. (The ECC brand book will be provided in the tender pack)

The system will be fully functional in line with our requirements and have the proven ability to integrate into other line of business systems such as our ATS

Functionality to capture data from the existing eDBS provider and retain all data pertaining to each DBS disclosure application and all other employment checks

The ability to interface with ECC's resourcing and finance systems. The capability to raise charging information and to inform invoicing and accounting systems. The provision of regular and ad-hoc billing and activity reporting which is further outlined in the requirements spreadsheet.

The interface(s) between the e-Bulk system and the DBS must be approved by the DBS to link in with the DBS system.

It is envisaged that the Authority may invite the top three rated bidders following evaluation to present to key stakeholders.

The e-Bulk provider's system will be able to deliver fully, to the ECC disclosures database, data entered during the disclosure application process and the resulting outcome from the DBS check.

The system will also provide access via self-service to our customers to make all other employment checks including DBS

The system shall be flexible in order to accommodate any increase in the number of checks per annum, including on-boarding large customers and any other changes. Successful implementation of the service is dependent on the system being fully functional, robust and able to accept and store the volumes of applications and subsequent outcomes to be received via the eBulk interface and additional customers checks.

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

14

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to 24 months in two periods of 12 months

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

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

10 August 2022

Local time

2:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

10 August 2022

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court, Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom