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Tender

## **Human Resources, Payroll and Employee Screening Services**

Crescent Purchasing Limited  
Education  
Dukefield Procurement Limited  
Public Sector

F02: Contract notice

Notice identifier: 2022/S 000-019414

Procurement identifier (OCID): ocids-h6vhtk-03527e

Published 15 July 2022, 1:36pm

The closing date and time has been changed to:

**22 August 2022, 12:00pm**

See the [change notice](#).

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

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

Crescent Purchasing Limited

Procurement House , Unit 23, Leslie Hough Way

Salford

M6 6AJ

**Email**

[helpdesk@thecpc.ac.uk](mailto:helpdesk@thecpc.ac.uk)

**Telephone**

+44 8000662188

**Fax**

+44 1612955599

**Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

**I.1) Name and addresses**

Education

Procurement House , Unit 23

Salford

M6 6AJ

**Email**

[helpdesk@thecpc.ac.uk](mailto:helpdesk@thecpc.ac.uk)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

**I.1) Name and addresses**

Dukefield Procurement Limited

Parkside House 167, Chorley

Bolton

BL1 4RA

**Email**

[holly.ashworth@dukefield.procurement.co.uk](mailto:holly.ashworth@dukefield.procurement.co.uk)

**Telephone**

+44 1204374160

**Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.dukefield.co.uk/about-us/>

Buyer's address

<http://www.dukefield.co.uk/about-us/>

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

Public Sector

Procurement House , Unit 23

Salford

M6 6AJ

### **Email**

[helpdesk@thecpc.ac.uk](mailto:helpdesk@thecpc.ac.uk)

### **Telephone**

+44 1204374160

### **Country**

United Kingdom

### **NUTS code**

UK - United Kingdom

### **Internet address(es)**

Main address

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

Buyer's address

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

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

Crescent Purchasing Limited

Procurement House , Unit 23, Leslie Hough Way

Salford

M6 6AJ

**Email**

[helpdesk@thecpc.ac.uk](mailto:helpdesk@thecpc.ac.uk)

**Telephone**

+44 8000662188

**Fax**

+44 1612955599

**Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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

#### **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**

Human Resources, Payroll and Employee Screening Services

Reference number

CA10556 - CPC/DU/HR/02

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

- 79414000 - Human resources management consultancy services

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

Services

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

The Framework will provide a comprehensive range of HR, Payroll and Employee Screening Services. It is being established to meet the needs of Crescent Purchasing Consortium Members, <http://www.thecpc.ac.uk/members/regions.php> and potential members at <https://www.get-information-schools.service.gov.uk/new>. It is also open for use by all contracting authorities across the UK public sector (and any future successors). These include (but not limited to) central government departments and agencies, Non Departmental Public Bodies, NHS bodies, Local Authorities, Police Authorities,

Emergency Services, Educational Establishments, Hospices, Registered Charities, National Parks and registered Social Landlords. Full details of the classification of eligible end user organisations and geographical areas is available at:

<http://www.dukefieldprocurement.co.uk/fts-eligible-users>

The Framework will be let across five Lots, with a maximum of 8 suppliers awarded a place on each of the Lots.

#### **II.1.5) Estimated total value**

Value excluding VAT: £150,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
5

Maximum number of lots that may be awarded to one tenderer: 5

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

#### **II.2.1) Title**

Human Resource Payroll and Employee Screening Services One-Stop-Shop

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 79900000 - Miscellaneous business and business-related services
- 79625000 - Supply services of medical personnel
- 79633000 - Staff development services
- 79611000 - Job search services
- 79624000 - Supply services of nursing personnel
- 79400000 - Business and management consultancy and related services

- 75131100 - General personnel services for the government
- 79621000 - Supply services of office personnel
- 79630000 - Personnel services except placement and supply services
- 48400000 - Business transaction and personal business software package
- 79410000 - Business and management consultancy services
- 79600000 - Recruitment services
- 72212400 - Business transaction and personal business software development services
- 80511000 - Staff training services
- 79631000 - Personnel and payroll services
- 79610000 - Placement services of personnel
- 79612000 - Placement services of office-support personnel
- 72212450 - Time accounting or human resources software development services
- 79635000 - Assessment centre services for recruitment
- 79414000 - Human resources management consultancy services
- 79620000 - Supply services of personnel including temporary staff
- 48450000 - Time accounting or human resources software package
- 79211110 - Payroll management services
- 79990000 - Miscellaneous business-related services
- 79634000 - Career guidance services
- 79700000 - Investigation and security services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79632000 - Personnel-training services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance



United Kingdom

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

This lot will include the provision of of all the Lots below as detailed within the respective lot descriptions, delivered as an integrated service to the framework user; thus delivering their requirement for human resource services, payroll and employee screening services from a single supplier.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £50,000,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend 1x12 month(s)

#### **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) Description**

### **II.2.1) Title**

Human Resource Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79611000 - Job search services
- 79990000 - Miscellaneous business-related services
- 48450000 - Time accounting or human resources software package
- 72212450 - Time accounting or human resources software development services
- 79630000 - Personnel services except placement and supply services
- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services
- 79625000 - Supply services of medical personnel
- 79634000 - Career guidance services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79635000 - Assessment centre services for recruitment
- 79632000 - Personnel-training services
- 79620000 - Supply services of personnel including temporary staff
- 75131100 - General personnel services for the government
- 72212400 - Business transaction and personal business software development services
- 79610000 - Placement services of personnel
- 79621000 - Supply services of office personnel
- 79414000 - Human resources management consultancy services

- 79624000 - Supply services of nursing personnel
- 79600000 - Recruitment services
- 48400000 - Business transaction and personal business software package
- 80511000 - Staff training services
- 79410000 - Business and management consultancy services
- 79633000 - Staff development services
- 79612000 - Placement services of office-support personnel

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

United Kingdom

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

Human resource services including but not limited to, the following services:

Specialist recruitment/e-recruitment services, HR consultancy, managed services, training, business and administration support services, transformational services, leadership and management support services and employee support services.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £35,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend 1x12 month(s)

#### **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) Description**

#### **II.2.1) Title**

Payroll Services

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 79900000 - Miscellaneous business and business-related services
- 79631000 - Personnel and payroll services
- 80511000 - Staff training services
- 79990000 - Miscellaneous business-related services
- 48400000 - Business transaction and personal business software package
- 48450000 - Time accounting or human resources software package
- 72212450 - Time accounting or human resources software development services

- 79410000 - Business and management consultancy services
- 72212400 - Business transaction and personal business software development services
- 79211110 - Payroll management services
- 79630000 - Personnel services except placement and supply services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79633000 - Staff development services
- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

United Kingdom

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

Payroll Services including but not limited to: Data Input, Processing of Payroll, Setting Up and Processing of Pensions, Tax NI and Related Services, Holiday Calculations, Sickness Paternity and Maternity Calculations, Processing of Expenses and Benefit, Processing of Third Party Payments and Pensions, Payment of Salaries, Production of Payslips, Application of Legislative Updates, Provision of Management Information, Production of HMRC Documentation, Payroll Query Help Line and Employee Help Line. All services to be delivered either as a Bureau, Part Managed or Managed Service

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £35,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend 1x12 month(s)

### **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) Description**

### **II.2.1) Title**

Employee Screening Services Solutions

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79631000 - Personnel and payroll services
- 79611000 - Job search services
- 79610000 - Placement services of personnel
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79700000 - Investigation and security services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

United Kingdom

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

This lot offers a full suite of employee screening checks including, but not limited to: Disclosure and Barring Service and Criminal record checks, as detailed in lot 5, Verification Service Checks, Credit Checks, Right to work checks, Identity Verification, Passport Validation, DVLA/Driving Licence checks, Directorship checks, Media/Social Media checks, International Fraud/Sanction checks, BS7858 Checks and The Baseline Personnel Security Standard (BPSS) Check

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £15,000,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend

1x12 month(s)

### **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) Description**

### **II.2.1) Title**

Disclosure and Barring Service and Criminal Record Checks

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 79610000 - Placement services of personnel
- 79631000 - Personnel and payroll services
- 79611000 - Job search services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79700000 - Investigation and security services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

United Kingdom

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

This lot offers a comprehensive range of Disclosure and Barring Service and Criminal Record checks such as: Basic, Standard and Enhanced Disclosure and Barring Service checks or equivalents.

### **II.2.5) Award criteria**



Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £15,000,000

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend 1x12 month(s)

**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.1.2) 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.1.3) 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: 40

#### **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**

Originally published as:

Date

18 August 2022

Local time

12:00pm

Changed to:

Date

22 August 2022

Local time

12:00pm

See the [change notice](#).

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

English

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

Date

18 August 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

CPC Internal Reference Number is CPC/DU/HR/02. The framework is being delivered by Crescent Purchasing Ltd through Crescent Purchasing Consortium and its partners Dukefield Procurement Ltd (who are a subsidiary of Dukefield Group Ltd). Dukefield Procurement Ltd are acting as agents of Crescent Purchasing Consortium in the development and ongoing contract management of this framework. The contracting authority will be using an eTendering system to conduct the procurement exercise. To access the procurement documentation suppliers must register their company details on the

Sourcing Cloud system at:

<https://suppliers.multiquote.com>

the tender is available from the opportunities menu on the login page of the site.

The contracting authority shall not be under any obligation to accept the lowest tender or indeed any tender. Crescent Purchasing Consortium expressly reserves the rights:

- (a) to terminate the procurement process and not to award any contract as a result of the procurement process at any time;
- (b) to make whatever changes it may see fit to the content and structure of the procurement as detailed within the tender documentation;
- (c) to award a contract covering only part of the consortium's requirements if explicitly detailed within the tender documentation;

- (d) to disqualify any organisation from the process that canvasses any employee of the Contracting Authority during the procurement process or standstill period if applicable;
  - (e) seek clarifications to tender responses on the basis that any clarification sought will not confer any undue competitive advantage in the favour of any supplier from whom such clarifications are being sought;
  - (f) where the contracting authority can evidence that there is a conflict of interest, either personal or in consideration of any organisation bidding for the contract, the contracting authority shall have the explicit right to immediately exclude that person or organisation from the tender process entirely;
  - (g) where the contracting authority has engaged in any pre-market soft testing prior to the commencement of the procurement process, the contracting authority reserves the right to name any organisation that has been involved in these discussions and release any and all specifications/discussion documents to the market where appropriate to the subject matter of this procurement;
  - (h) the contracting authority will not be liable for any costs incurred by tenderers;
  - (i) the value of the framework provided in section II.1.5) is only an estimate and the contracting authority will not guarantee any business through this framework agreement;
- and
- (j) the contracting authority wishes to establish a framework agreement open for use by all Public Sector Bodies as stated in II.1.4).

Tenderers should note, in reference to section IV.1.3), envisaged maximum number of participants to the framework:

Where, following the evaluation of bids, more than one tenderer on a Lot is tied with the same final evaluation score and are ranked in the last supplier award position, each of these tenderers shall be deemed to occupy the last framework agreement contract award position for the Lot in question for the purpose of calculating the maximum number of suppliers under the framework.

The contracting authority will award a framework agreement to additional tenderers on a particular Lot beyond the stated maximum number for that Lot, where their final evaluation score (s) is within 0.5% of the last placed position only on the particular Lot. For the avoidance of doubt, the last placed position in respect of this framework on each lot is eighth place. Therefore, tenderers within 0.5%, along with the tenderer in last placed

position on a lot, shall be deemed to occupy the last framework agreement contract award position for that particular lot.

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

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

Crescent Purchasing Consortium

Procurement House, Unit 23, Leslie Hough Way

Salford

M6 6AJ

Country

United Kingdom

##### **VI.4.2) Body responsible for mediation procedures**

Crescent Purchasing Consortium

Procurement House, Unit 23, Leslie Hough Way

Salford

M6 6AJ

Country

United Kingdom

##### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Crescent Purchasing Consortium will incorporate a minimum 10-day standstill period at the point where information on the award of contract is communicated to tenderers. Bidders who are unsuccessful shall be informed by the Contracting Authority as soon as possible after the decision is made as to the reasons why the bidder was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, the Public Procurement Regulations provide for the aggrieved parties who have been harmed or who are at risk of harm by the breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any action must be generally brought within 3

months. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into.

Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the Contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Crescent Purchasing Consortium

Procurement House, Unit 23, Leslie Hough Way

Salford

M6 6AJ

Country

United Kingdom