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Tender

## **Recruitment Agency Provision**

Solihull College and University Centre

F02: Contract notice

Notice identifier: 2024/S 000-021938

Procurement identifier (OCID): ocds-h6vhtk-047df5

Published 16 July 2024, 9:14pm

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

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

Solihull College and University Centre

Blossomfield Road

Solihull

B91 1SB

#### **Contact**

Anna Manns

#### **Email**

[procurement@solihull.ac.uk](mailto:procurement@solihull.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKG3 - West Midlands

**Internet address(es)**

Main address

<https://www.solihull.ac.uk/>

Buyer's address

<https://www.solihull.ac.uk/about-us/supplying-to-solihull-college/>

**I.3) Communication**

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

<https://www.in-tendhost.co.uk/educationportal.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.co.uk/educationportal.aspx/Home>

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**

Recruitment Agency Provision

Reference number

HRAG\_0224

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

- 79600000 - Recruitment services

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

Services

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

The College wishes to establish its own 'framework' of 'appointed' recruitment agencies to call off from when a vacancy arises. Please see the Guidance document for further information.

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

Value excluding VAT: £5,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

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

Office and Managerial

Lot No

Lot 1: Office and Managerial

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

- 79600000 - Recruitment services

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

NUTS codes

- UKG3 - West Midlands

Main site or place of performance

Framework will service recruitment requirements at all three campuses - Blossomfield (B91 1SB), Woodlands (B36 0NF) and Stratford Upon Avon (CV37 9QR).

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

The College now wishes to establish its own 'framework' of 'appointed' recruitment agencies to call off from when a vacancy arises. This will cover all temporary, temporary to permanent, permanent and interim contract personnel. Please see the Guidance document and Specification for further details.

### **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: £5,000,000

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

Start date

1 October 2024

End date

31 July 2025

This contract is subject to renewal

Yes

Description of renewals

There will be four options to extend from 31.07.25 in 12-month increments (or as agreed) subject to College strategy, agency fulfilment performance and mutual agreement.

#### **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**

Please register on <https://www.in-tendhost.co.uk/educationportal.aspx/Home> to gain access to all tender documents and apply. The tender guidance includes details of an opportunity to engage with the HR team in an open forum at 9.30am on 25.07.24 via Teams. Please see the Guidance for further details.

## **II.2) Description**

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

Academic and Technical

Lot No

Lot 2: Academic and Technical

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

- 79600000 - Recruitment services

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

NUTS codes

- UKG3 - West Midlands

Main site or place of performance

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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 see the Guidance document and Tender Questionnaire for mandatory requirements to Tender

#### **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.2.2) Contract performance conditions**

Please see the Guidance document for further information.

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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 a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

1 additional year and subject to annual reviews / refresh

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

23 August 2024

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**

Tender must be valid until: 1 January 2025

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

Date



23 August 2024

Local time

12:00pm

Place

Via secure In-Tend site, opened remotely by two members of the College Finance team in accordance with College Financial Regulations

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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: Annually

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Please register on <https://www.in-tendhost.co.uk/educationportal.aspx/HomePlease> see the Guidance document for an opportunity to meet with the HR team on 25.07.24 via Teams

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

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

Solihull College and University Centre

Blossomfield Road

Solihull

B91 1SB

Email

[procurement@solihull.ac.uk](mailto:procurement@solihull.ac.uk)

Country

United Kingdom

Internet address

<https://www.solihull.ac.uk/>

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

Precise information on deadline(s) for review procedures

Please see the Guidance for details of the standstill process to be followed

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

As above

Solihull

Country

United Kingdom