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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

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

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.

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

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

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