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Tender

Provision of Supply Agency Services

Academies for Character & Excellence

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

Notice identifier: 2025/S 000-022393

Procurement identifier (OCID): ocds-h6vhtk-051653 ([view related notices](#))

Published 16 May 2025, 5:12pm

Scope

Reference

ACE01.61

Description

The proposed contract will be for the provision of supply agency services for all schools belonging to the Trust. The Trust is looking to appoint the three highest scoring Providers who will become part of the Trust's preferred Provider List. This will enable each school to select any Provider from the list in order to book suitable cover for the role(s) required. The Trust will not guarantee any level of supply for each individual Provider on the list and the schools will have the freedom to select whichever Provider they choose to use from this preferred Providers list. It is the Trust's expectation that the Provider shall be responsible for the operation of the supply agency function including: a. Availability of agency workers that have the required levels of competence and experience to cover the booking requests. b. Best Value for money. c. Comprehensive management information and reporting. d. High levels of school satisfaction. e. Consistently high-performance levels which meet or exceed KPI requirements. f. Consolidated invoicing weekly/ monthly as required. g. Expert advice on any legislative requirements related to Agency Workers. The contract start date will be the 1st September 2025 and is to be for a period of three

(3) years with the possible extension of two (2) further years, in 12-month intervals (3 +1+1). The provision of supply agency services is to be delivered at all 20 schools under the Trust. Please see tender documents for site information.

Total value (estimated)

- £1,500,000 excluding VAT
- £1,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 1 September 2028
- Possible extension to 1 September 2030
- 5 years, 1 day

Description of possible extension:

Two further 12 month extensions (3+1+1)

Main procurement category

Services

CPV classifications

- 79620000 - Supply services of personnel including temporary staff

Not the same for all lots

Contract locations are shown in Lot sections, because they are not the same for all lots.

Lot LOT-0001. Lot 1 Somerset

Description

Lot 1 Somerset - List of Schools in the tender documents The proposed contract will be for the provision of supply agency services for all schools belonging to the Trust. The Trust is looking to appoint the three highest scoring Providers who will become part of the Trust's preferred Provider List. This will enable each school to select any Provider from the list in order to book suitable cover for the role(s) required. The Trust will not guarantee any level of supply for each individual Provider on the list and the schools will have the freedom to select whichever Provider they choose to use from this preferred Providers list. It is the Trust's expectation that the Provider shall be responsible for the operation of the supply agency function including: a. Availability of agency workers that have the required levels of competence and experience to cover the booking requests. b. Best Value for money. c. Comprehensive management information and reporting. d. High levels of school satisfaction. e. Consistently high-performance levels which meet or exceed KPI requirements. f. Consolidated invoicing weekly/ monthly as required. g. Expert advice on any legislative requirements related to Agency Workers. The contract start date will be the 1st September 2025 and is to be for a period of three (3) years with the possible extension of two (2) further years, in 12-month intervals (3 +1+1). The provision of supply agency services is to be delivered at all 20 schools under the Trust. Please see tender documents for site information.

Lot value (estimated)

- £750,000 excluding VAT
- £900,000 including VAT

Contract locations

- UKK23 - Somerset

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot LOT-0002. Lot 2 Devon & Torbay

Description

Lot 2 Devon & Torbay - List of schools in the tender documents The proposed contract will be for the provision of supply agency services for all schools belonging to the Trust. The Trust is looking to appoint the three highest scoring Providers who will become part of the Trust's preferred Provider List. This will enable each school to select any Provider from the list in order to book suitable cover for the role(s) required. The Trust will not guarantee any level of supply for each individual Provider on the list and the schools will have the freedom to select whichever Provider they choose to use from this preferred Providers list. It is the Trust's expectation that the Provider shall be responsible for the operation of the supply agency function including: a. Availability of agency workers that have the required levels of competence and experience to cover the booking requests. b. Best Value for money. c. Comprehensive management information and reporting. d. High levels of school satisfaction. e. Consistently high-performance levels which meet or exceed KPI requirements. f. Consolidated invoicing weekly/ monthly as required. g. Expert advice on any legislative requirements related to Agency Workers. The contract start date will be the 1st September 2025 and is to be for a period of three (3) years with the possible extension of two (2) further years, in 12-month intervals (3 +1+1). The provision of supply agency services is to be delivered at all 20 schools under the Trust. Please see tender documents for site information.

Lot value (estimated)

- £750,000 excluding VAT
- £900,000 including VAT

Contract locations

- UKK4 - Devon

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot LOT-0003. Lot 3 All Schools

Description

Lot 3 All Schools in the Trust The proposed contract will be for the provision of supply agency services for all schools belonging to the Trust. The Trust is looking to appoint the three highest scoring Providers who will become part of the Trust's preferred Provider List. This will enable each school to select any Provider from the list in order to book suitable cover for the role(s) required. The Trust will not guarantee any level of supply for each individual Provider on the list and the schools will have the freedom to select whichever Provider they choose to use from this preferred Providers list. It is the Trust's expectation that the Provider shall be responsible for the operation of the supply agency function including: a. Availability of agency workers that have the required levels of competence and experience to cover the booking requests. b. Best Value for money. c. Comprehensive management information and reporting. d. High levels of school satisfaction. e. Consistently high-performance levels which meet or exceed KPI requirements. f. Consolidated invoicing weekly/ monthly as required. g. Expert advice on any legislative requirements related to Agency Workers. The contract start date will be the 1st September 2025 and is to be for a period of three (3) years with the possible extension of two (2) further years, in 12-month intervals (3 +1+1). The provision of supply agency services is to be delivered at all 20 schools under the Trust. Please see tender documents for site information. Contract Value - GBP 1,500,000 GBP 1,800,000 incl VAT

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Contract locations

- UKK - South West (England)

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Legal and financial capacity conditions of participation

Lot LOT-0001. Lot 1 Somerset

Lot LOT-0002. Lot 2 Devon & Torbay

A financial appraisal will be based upon a credit check Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the requirements indicated below or equivalent: a. The Recruitment and Employment Confederation b. The Association of Professional Staffing Companies c. Standards in Recruitment

Lot LOT-0003. Lot 3 All Schools

Financial appraisal will be based upon a credit check Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the requirements indicated below or equivalent: a. The Recruitment and Employment Confederation b. The Association of Professional Staffing Companies c. Standards in Recruitment

Technical ability conditions of participation

Lot LOT-0001. Lot 1 Somerset

Lot LOT-0002. Lot 2 Devon & Torbay

Lot LOT-0003. Lot 3 All Schools

Provide 3 relevant previous contract examples To constitute a pass, the contract examples provided shall be relevant to the requirement, with a sufficient level of detail that provides confidence in the Tenderer's established past experience in similar and relevant projects/contracts. The contracts must be within the education sector and similar complexity and working on more than one site within the contract.

Particular suitability

Lot LOT-0001. Lot 1 Somerset

Lot LOT-0002. Lot 2 Devon & Torbay

Lot LOT-0003. Lot 3 All Schools

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

30 May 2025, 12:00pm

Tender submission deadline

18 June 2025, 12:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=93635&B=

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

15 July 2025

Award criteria

Lot LOT-0001. Lot 1 Somerset

Lot LOT-0003. Lot 3 All Schools

Name	Type	Weighting
Overall Cost	Cost	40%
Contract Delivery	Quality	12.5%
Service Provider Requirements	Quality	12.5%
Contract Management	Quality	12.5%
Provision of Temporary Workers	Quality	10%
Vetting Process & Procedures	Quality	7.5%
Financial Arrangements	Quality	5.0%

Lot LOT-0002. Lot 2 Devon & Torbay

Name	Type	Weighting
Overall Cost	Price	40%
Contract Delivery	Quality	12.5%
Service Provider Requirements	Quality	12.5%
Contract Management	Quality	12.5%
Provision of Temporary Workers	Quality	10%
Vetting Process & Procedures	Quality	7.5%
Financial Arrangements	Quality	5.0%

Other information

Payment terms

Invoices are to be submitted in arrears in a format agreed by the Trust. The Provider must ensure that invoices are raised without delay. Payments will be made by BACS. Invoices shall be supported by detailed electronic information in a format as agreed with the Trust. Completed timesheets shall be submitted electronically (either by the Supply Agency Worker or the Provider) to the Trust for authorisation. The Provider shall only process timesheets that have been authorised by the Trust.

Description of risks to contract performance

Risks to contract performance are:

- Compliance and Regulatory Risks:** Failure to comply with regulations and standards can lead to legal penalties and increased liability. Regular updates to safety regulations may require ongoing adjustments to the contract and services provided.
- Operational Risks:** Delays in response times for the provision of workers. Not being able to fulfil the bookings
- Financial Risks:** Inaccurate cost estimates or underfunding can lead to incomplete or substandard service delivery.
- Vendor Risks:** A Contractor may fail to meet contractual obligations or commit a material breach. Contractor may face operational or financial difficulties.
- Technological Risks:** Outdated or incompatible technology can hinder the effectiveness of fire and security systems.
- Cybersecurity threats:** to digital security systems can compromise sensitive information and system integrity.
- Communication Risks:** Poor communication between the Contractor and the Trust can lead to misunderstandings and unmet expectations. Lack of clear protocols for reporting and addressing issues can delay resolution and increase risks.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

The justification is that the requirements are not complex or niche and the Contracting Authority already has an understanding of what they want the service to deliver and the supply agency market is known.

Contracting authority

Academies for Character & Excellence

- Public Procurement Organisation Number: PYNM-4868-XBBN

Pathfields

Totnes

TQ9 5TZ

United Kingdom

Contact name: Sam Ward

Email: sam.ward@acexcellence.co.uk

Website: <https://www.acexcellence.co.uk>

Region: UKK43 - Devon CC

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

PHP Law LLP

Summary of their role in this procurement: Procurement Consultant

- Public Procurement Organisation Number: PPRM-9434-VNYQ

Unit 3 The Brutus Centre Station Road Totnes

Totnes

TQ9 5RW

United Kingdom

Contact name: Claire Jones

Telephone: +44 01234567890

Email: claire.jones@phplaw.co.uk

Website: <https://www.phplaw.co.uk>

Region: UKK43 - Devon CC

Contact organisation

Contact [PHP Law LLP](#) for any enquiries.