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Tender

## **Aspire Academy Trust Supply Agency Services**

Aspire Academy Trust

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

Notice identifier: 2025/S 000-023265

Procurement identifier (OCID): ocids-h6vhtk-0518cf

Published 20 May 2025, 1:54pm

## **Scope**

## **Reference**

ASP01.52

## **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 a Supply Agency and is seeking a single provider to supply this service. It is the Trust's expectation that the Provider shall be responsible for the operation of the supply agency function and provide both emergency and planned absence cover for teachers and teaching assistants including the following requirements: a. Availability of agency workers that have the required levels of competence and experience to cover the booking requests. b. Provision of a dedicated Account Manager for the Trust c. Best Value for money d. Robust vetting procedures e. Comprehensive management information and reporting, with a dedicated platform f. High levels of school satisfaction. g. Consistently high-performance levels which meet or exceed KPI requirements. h. Consolidated invoicing weekly/ monthly as required. i. Provision of training and expert advice on any legislative requirements related to Agency Workers. The objectives

of this tender opportunity is to: a. Build a partnership working approach with a Supply Agency with the same values who will support the Trust by delivering the highest quality Services which offer best value for money. b. Guarantee availability of agency workers with the appropriate skills and experience to cover the range of booking requests, committing to a fill rate of 92% c. Robust KPI and SLA monitoring and reporting, including addressing any underperformance. 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). There is no current contract in place.

### **Total value (estimated)**

- £10,000,000 excluding VAT
- £12,000,000 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 one year extensions (3+1+1)

### **Main procurement category**

Services

## **Additional procurement category**

Goods

## **CPV classifications**

- 79620000 - Supply services of personnel including temporary staff

## **Contract locations**

- UKK3 - Cornwall and Isles of Scilly

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## **Participation**

### **Legal and financial capacity conditions of participation**

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

### **Technical ability conditions of participation**

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**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

23 June 2025, 12:00pm

### **Tender submission deadline**

23 June 2025, 12:00pm

### **Submission address and any special instructions**

[https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=93912&B=](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=93912&B=)

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

## Award decision date (estimated)

5 July 2025

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## Award criteria

Name	Type	Weighting
Overall	Cost	40%
Service Provider	Quality	20%
Contract Mobilisation & Management	Quality	17.5%
Provision of Temporary Workers	Quality	12.5%
Vetting Process & Procedures	Quality	10%

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## 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 fulfill 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

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## 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.

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## **Contracting authority**

### **Aspire Academy Trust**

- Public Procurement Organisation Number: PRMG-1387-DLGR

20 St Austell Business Park,

Carclaze, St. Austell, Cornwall,

PL25 4FD

United Kingdom

Contact name: Tim Hooper

Email: [tim.hooper@iaspire.net](mailto:tim.hooper@iaspire.net)

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government

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## 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: Josie Medforth

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Email: [josie.medforth@phplaw.co.uk](mailto:josie.medforth@phplaw.co.uk)

Region: UKK43 - Devon CC

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## Contact organisation

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