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Tender

## **Nursery Agency Supply Staff - 2024**

University of Hertfordshire

F02: Contract notice

Notice identifier: 2024/S 000-023325

Procurement identifier (OCID): ocds-h6vhtk-0484d3

Published 26 July 2024, 9:35am

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

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

University of Hertfordshire

College Lane

Hatfield

AL10 9AB

#### **Email**

[procurement-professionalservices@herts.ac.uk](mailto:procurement-professionalservices@herts.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH23 - Hertfordshire

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

Main address

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

Buyer's address

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

### **I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

### **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**

Nursery Agency Supply Staff - 2024

Reference number

24006

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

The University of Hertfordshire is conducting a tender exercise to set up a contract for Nursery Agency Supply Staff to the University and all group companies. . The number of suppliers awarded a call off contract will be a maximum of three. It is intended that the contract will commence on the 1st March 2025 or on signature of the contract by both parties and run until 29th February 2028 (or until the end of the extension period) subject to satisfactory performance and agreement by both parties. The contract duration is a maximum of four years. All University policies and regulations relating to information, security, data management, systems and services, will apply to all contracts resulting from this tender.

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

Value excluding VAT: £380,000

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

This contract is divided into lots: No

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

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

University of Hertfordshire

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

The University of Hertfordshire is conducting a tender exercise to set up a contract for Nursery Agency Supply Staff to the University and all group companies. The number of suppliers awarded a call off contract will be a maximum of three. It is intended that the contract will commence on the 1st March 2025 or on signature of the contract by both parties and run until 29th February 2028 (or until the end of the extension period) subject to satisfactory performance and agreement by both parties. The contract duration is a maximum of four years. All University policies and regulations relating to information, security, data management, systems and services, will apply to all contracts resulting from this tender.

### **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: £380,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This contract can be extended after the first three years for an additional year with agreement by both parties in writing. The contract will not exceed 4 years and the contract will be retendered at the end of the four years duration.

**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

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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

Details as listed in the tender documents

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The supplier must be able to provide registered Nursery Staff with DBS checks. The supplier will need to be a corporate member of the Recruitment and Employment Confederation (REC) (or equivalent) and adhere to their code of practice. The supplier will need to hold the REC Audited Education Accreditation or equivalent)

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

As stated in tender documentation

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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: 3

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

Critical Service for staff and students. The University must ensure the service is in place. The framework ensures that there is flexibility around availability of providers to ensure service is provided.

#### **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

28 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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

28 August 2024

Local time

12:00pm

Place

University of Hertfordshire

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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.4) Procedures for review**

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

Crown Commercial Services

Liverpool

Country

United Kingdom

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



University of Hertfordshire Higher Education Corporation

Hatfield

Country

United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

This would be in accordance with the Public Contract Regulations. Contact the University of Hertfordshire at the above address and contact details

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

University of Hertfordshire Higher Education Corporation

AL10 9AB

Hatfield

Country

United Kingdom