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Planning

## **The Provision of Temporary Probation workers (Probation Service)**

Ministry of Justice

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-024385

Procurement identifier (OCID): ocds-h6vhtk-02e6b0

Published 30 September 2021, 10:45pm

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

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

Ministry of Justice

102 Petty France

London

SW1H 9AJ

#### **Email**

[sophia.jenkins1@justice.gov.uk](mailto:sophia.jenkins1@justice.gov.uk)

#### **Telephone**

+44 02033343555

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/probation-service>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

Social protection

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The Provision of Temporary Probation workers (Probation Service)

#### **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 Probation Service, part of Her Majesty's Prison and Probation Service (HMPPS) is responsible for managing all those on a community order or licence following their release from prison in England and Wales.

The Probation Service has a requirement for temporary workers to cover periods of absence, both long-term and short-term, and to provide cover where a vacancy currently exists. These workers need to be qualified probation officers (PO), and where appropriate senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW) not currently employed by the Probation Service. Additionally, there is a specific requirement for temporary workers to be provided for pre-sentence report writing. This is a requirement that aims to supplement the capacity of the Probation Service.

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

This contract is divided into lots: Yes

Maximum number of lots that may be awarded to one tenderer: 3

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

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

Lot 1: North East, Yorkshire and the Humber, Greater Manchester and North West

Lot No

1

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Probation Service Regions:

North East

Yorkshire and the Humber

Greater Manchester

North West

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.
- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.

- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot.

## **II.2) Description**

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

Lot 2: East Midlands, West Midlands, South West, South Central and Wales

Lot No

2

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Probation Service Regions:

East Midlands

West Midlands

South West

South Central

Wales

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.
- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.
- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot.

## **II.2) Description**

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

Lot 3: East of England, Kent, Surrey, Sussex and London

Lot No

3

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Probation Service Regions:

East of England

Kent, Surrey and Sussex

London

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.
- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.
- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot.

#### **II.3) Estimated date of publication of contract notice**

1 October 2021

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## **Section IV. Procedure**

### **IV.1) Description**

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

The procurement is covered by the Government Procurement Agreement: No

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## **Section VI. Complementary information**

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

Probation Service are holding a market engagement event via Microsoft Teams at 2pm on Thursday 14th October 2021. If you would like to join this event, please email [NPS.SupplierServices@justice.gov.uk](mailto:NPS.SupplierServices@justice.gov.uk) by 10am Wednesday 13th October 2021. All slides and questions and responses will be made available to all bidders following the event.

This market engagement meeting relates to the previously issued PIN that can be found using the following link: <https://www.find-tender.service.gov.uk/Notice/021364-2021>