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Tender

## **Recruitment Agency Services**

The Police & Crime Commissioner for Warwickshire

F02: Contract notice

Notice identifier: 2021/S 000-024598

Procurement identifier (OCID): ocids-h6vhtk-02e783

Published 4 October 2021, 1:38pm

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

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

The Police & Crime Commissioner for Warwickshire

PO Box 4, Woodcote Drive, Leek Wootton

Warwickshire

CV35 7QB

#### **Contact**

Caroline Plane

#### **Email**

[caroline.plane@warwickshire.pnn.police.uk](mailto:caroline.plane@warwickshire.pnn.police.uk)

#### **Telephone**

+44 1926415000

#### **Country**

United Kingdom

**NUTS code**

UKG13 - Warwickshire

**National registration number**

n/a

**Internet address(es)**

Main address

<https://www.warwickshire.police.uk/>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/86783>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=39885&B=BLUELIGHT](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=39885&B=BLUELIGHT)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=39885&B=BLUELIGHT](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=39885&B=BLUELIGHT)

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**

Public order and safety

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## **Section II: Object**

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

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

Recruitment Agency Services

Reference number

WP20-0040

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

- 79600000 - Recruitment services

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

Services

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

The Police & Crime Commissioner for Warwickshire (The Authority) has a requirement to establish a framework agreement for the provision of Recruitment Agency services in 3 lots:

Lot 1 - Administrative Roles

Lot 2 - ICT / Digital Roles

Lot 3 - Corporate & Professional Roles

The framework agreement shall be for an initial period of 2 years with an option to extend for up to a further 2 years.

This is an open tender procedure and all expressions of interest or queries must be made via the EU Supply Tendering portal: <https://uk.eu-supply.com/login.asp?B=BLUELIGHT>

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

Value excluding VAT: £500,000

#### **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**

Administrative Roles

Lot No

1

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKG13 - Warwickshire

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

The scope of Lot 1 shall cover Permanent, Interim and Temporary Administrative roles including but not limited to Administrator, Receptionist, Executive Assistant, Secretary, Data entry / Filing clerk, Call centre /customer service advisor.

The framework shall be for an initial period of 2 years with an option to extend for up to a further 2 years.

### **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: £500,000

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

Duration in months

This contract is subject to renewal

No

#### **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) Description**

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

ICT / Digital Roles

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UKG13 - Warwickshire

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

The scope of Lot 2 shall cover Permanent, Interim and Temporary ICT / digital roles including all IT, data, digital, cloud and technical roles, and IT project / programme management.

There are two elements to the services required in Lot 2:

- The sourcing and supply of IT staff.

- The provision of a service whereby IT contractors already known to the Authority are paid by the Supplier on the Authority's behalf.

The framework shall be for an initial period of 2 years with an option to extend for up to a further 2 years.

#### **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: £500,000

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

Duration in months

24

This contract is subject to renewal

No

#### **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) Description**

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

Corporate & Professional Roles

Lot No

3

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

- 79600000 - Recruitment services

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

NUTS codes

- UKG13 - Warwickshire

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

The scope of Lot 3 shall cover Permanent, Interim and Temporary Corporate & Professional roles including Financial, Procurement, HR, Marcomms, Estates and Legal.

The framework shall be for an initial period of 2 years with an option to extend for up to a further 2 years.

### **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: £500,000

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

Duration in months

24

This contract is subject to renewal

No

### **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.1.2) 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

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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: 9

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date



4 November 2021

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: 3 (from the date stated for receipt of tender)

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

Date

4 November 2021

Local time

12:00pm

Place

Warwickshire Police HQ

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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**

The Police & Crime Commissioner for Warwickshire

3 Northgate Street

Warwick

CV34 4SP

Country

United Kingdom