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Contract

QUB/2411/23 Employee Management Operator - USA

Queen's University Belfast

F03: Contract award notice

Notice identifier: 2023/S 000-025399

Procurement identifier (OCID): ocds-h6vhtk-03d015

Published 30 August 2023, 8:58am

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

Email

j.glackin@qub.ac.uk

Telephone

+44 2890973026

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

www.qub.ac.uk

Buyer's address

www.qub.ac.uk/po

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

QUB/2411/23 Employee Management Operator - USA

Reference number

QUB/2411/23

II.1.2) Main CPV code

- 79630000 - Personnel services except placement and supply services

II.1.3) Type of contract

Services

II.1.4) Short description

The Global Student Recruitment Team at Queen's has overarching responsibility for delivering the University's international student recruitment targets, in conjunction with

Faculty Student Recruitment Hubs. Over the past 5-year period, Queen's Global Student Recruitment Team presence has expanded and currently there is representation across a number of key regions. The University is keen to further expand its in-market network by embedding staff in the United States of America. The University therefore invites tenders for an Employee Management Operator who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in the USA.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79630000 - Personnel services except placement and supply services

II.2.3) Place of performance

NUTS codes

- US - United States

Main site or place of performance

United States

II.2.4) Description of the procurement

The Global Student Recruitment Team at Queen's has overarching responsibility for delivering the University's international student recruitment targets, in conjunction with Faculty Student Recruitment Hubs. Over the past 5-year period, Queen's Global Student Recruitment Team presence has expanded and currently there is representation across a number of key regions. The University is keen to further expand its in-market network by embedding staff in the United States of America. The University therefore invites tenders for an Employee Management Operator who will provide a recruitment platform to employ a new in-market representative and ensure full compliance with local employment legislation in the USA. The successful Economic Operator must:

- Provide a recruitment platform to employ a new in-market representative and manage payroll;
- Facilitate the hiring process (excluding recruitment and interview) and onboard a new in-market representatives, as required;
- Ensure full compliance with local employment legislation and adherence to all appropriate governance arrangements required in the defined country;
- Provide guidance to the University regarding any regulatory changes which may impact in-market provision;
- Provide any required business support including quarterly reconciliation of expenses;
- Ensure alignment of employment contract periods with the

period of Economic Operator contract; Provide a competitive benefit package for the region including provision of healthcare insurance, 401k retirement plan and paid leave.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 45

Price - Weighting: 55

II.2.11) Information about options

Options: Yes

Description of options

The University reserves the right to extend the contract by up to a period of 60 months

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-015202](#)

Section V. Award of contract

Contract No

QUB/2411/23

Title

Employee Management Operator - USA

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

University Road

Belfast

BT7 1NN

Country

United Kingdom