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Tender

## **CO0096 Temporary and Permanent Work Supply Chain**

Essex County Council

F02: Contract notice

Notice identifier: 2021/S 000-025501

Procurement identifier (OCID): ocds-h6vhtk-02eb0a

Published 12 October 2021, 3:51pm

The closing date and time has been changed to:

**23 November 2025, 5:00pm**

See the [change notice](#).

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

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

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

#### **Contact**

Mr Andrew Beaver

#### **Email**

[Andrew.beaver@essex.gov.uk](mailto:Andrew.beaver@essex.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.procontract.due-north.com](http://www.procontract.due-north.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.procontract.due-north.com](http://www.procontract.due-north.com)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

CO0096 Temporary and Permanent Work Supply Chain

Reference number

DN573901

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

- 79600000 - Recruitment services

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

Services

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

The purpose of this tender is to install a direct supply chain for temporary and permanent hires, where the contractual arrangement will be held between ECC and the agency supplier. Agency suppliers will be required to use our partner's (Matrix SCM) time and billing technology when temporary staff are placed (permanent hires can be invoiced directly to the council).

To support delivery of our resourcing strategies we now need to secure partners to deliver our vision of an effective agency supply chain, reflecting ECC's ambition to use agency suppliers effectively and to support our in-house delivery. We are looking for suppliers who can enable our vision that ECC will deliver the right talent at the right time.

We are looking to partner with agency suppliers who can own the contractual engagement of our temporary workforce. Weekly payroll activity such as timesheet, and billing will be managed by our service provider Matrix SCM. The agency supplier will pay their temporary workers directly, upon approved timesheets in the mentioned technology platform. ECC attract workers across all worker categories and types directly in the first instance and then the roles we require support with will be released to our supply chain of third-party agencies.. Our agency partners will own the contractual engagement of the temporary workers provided to ECC as well as the other services described. For agency hires that the agency will manage the timesheet, payment and billing via our partner Matrix SCM their provided technology (CR.Net).

Suppliers will need to provide an adaptive, legally compliant service and use ECC

technology platforms to upload CV's for consideration and our partners technology to manager timesheet, payroll and billing. For temporary hires we require agency contractually engage our temporary workers, contracting such workers to deliver services in the following ways:

- PAYE hourly rate contract for services
- PAYE daily rate contract for services
- Ltd Company hourly rate contract for services
- Ltd Company daily rate contract for services
- Statement of work arrangements whereby temporary services are only paid upon deliverable milestones not time worked, both PAYE and Ltd Company
- Pay per assessment arrangements whereby temporary services are only paid upon deliverable assessments not time worked, both PAYE and Ltd Company
- Umbrella arrangements via compliant umbrella companies (only FCSA compliant umbrella organisation may be used).
- Able to adapt and deliver to emerging working arrangement in the talent marketplace

Any existing temporary workers agency suppliers have onsite at ECC will transfer to the new arrangements, ECC will transfer the agency contractual relationship to our own agency supply chain DPS.

ECC also supports partner Essex Public Sector organisations with their temporary recruitment, such as Unitary, Borough and District Councils, subsidiaries, LATVs and LATCs, County council and local councils: What we do and what we don't - Essex County Council. ECC will manage the recruitment and billing process on behalf of those organisations.

There is the expectation that agency utilisation may increase.

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

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

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

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

Tier 1

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

- UKH3 - Essex

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

Our first point of call for supplier services for all job categories, including Executive Interims and Qualified Social Work.

Provide temporary workers in line with requisition requests and bill for the provision of temporary worker services. The supplier must be responsive to requests and ensure candidates submitted are of suitable quality, uploading no more than 5 CVs to any one vacancy.

Provision of temporary workers both for volume and seasonal recruitment campaigns: this will ensure ECC is able to maintain frontline service delivery e.g., country parks and outdoor centers, as well as adult community learning.

In addition to the provision and billing of temporary workers we will also ask suppliers to engage with ECC for the provision and billing of permanent workers.

Suppliers must be able to provide workers in line with ECC job categories as outlined in the specification.

ECC has outlined in the specification its three-tiered pricing model, the supplier of temporary workers must clearly identify which pricing model they are prepared to operate on from the onset. The pricing model for this is set out in Appendix A of the Specification.

Ensuring all temporary and interim workers are paid within agreed, and consistently applied, pay rates which demonstrate value for money for ECC and that full and transparent reporting is easily available to ECC showing the detailed breakdown of worker

pay rate, individuals' statutory costs, agency margins and supplier margins.

A consistent, best fit, engagement, and collaborate supply service appropriate for an Authority of the size and diversity of ECC which enables the onboarding of workers at pace and a 24-hour turnaround from a worker becoming compliant to them being able to submit time.

Suppliers must ensure that workers submitted against live roles meet the minimum criteria set out; this includes understanding the job description and willingness to reach out to ECC Temporary Recruitment Team to understand the nature of the role in more detail if required. Suppliers who fail to submit candidates that are in line with the requirements of the role will be removed from the supply chain.

The supplier must ensure the temporary worker receives a positive candidate experience, that is representative of ECC. This should include all candidates receiving feedback regarding their status of a submission, regardless of whether they are placed and regular communication with temporary workers on site at ECC

The supplier must be a member of one of the following recruitment agencies: REC (Recruitment Employment Confederation), APSCO (Associate of Professional Staffing Companies) or BIOR (The British Institute of Recruiters).

We will only work with suppliers who allow temporary workers to use the services of an umbrella company who are FCSA Accredited Members, Professional Passport or APSCO registers.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

Option to extend for a period of up to 12 months

### **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**

Tier 2

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

- UKH3 - Essex

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

Our second point of call for supplier services for all job categories, including Executive Interims and Qualified Social Work. (To be called upon after 48 hours of live role requirement).

Provide temporary workers in line with requisition requests and bill for the provision of temporary worker services. The supplier must be responsive to requests and ensure candidates submitted are of suitable quality, uploading no more than 5 CVs to any one vacancy.

Provision of temporary workers both for volume and seasonal recruitment campaigns: this will ensure ECC is able to maintain frontline service delivery e.g., country parks and

outdoor centers, as well as adult community learning.

In addition to the provision and billing of temporary workers we will also ask suppliers to engage with ECC for the provision and billing of permanent workers.

Suppliers must be able to provide workers in line with ECC job categories as outlined in the specification.

ECC has outlined in the specification its three-tiered pricing model, the supplier of temporary workers must clearly identify which pricing model they are prepared to operate on from the onset. The pricing model for this is set out in Appendix A of the Specification.

Ensuring all temporary and interim workers are paid within agreed, and consistently applied, pay rates which demonstrate value for money for ECC and that full and transparent reporting is easily available to ECC showing the detailed breakdown of worker pay rate, individuals' statutory costs, agency margins and supplier margins.

A consistent, best fit, engagement, and collaborate supply service appropriate for an Authority of the size and diversity of ECC which enables the onboarding of workers at pace and a 24-hour turnaround from a worker becoming compliant to them being able to submit time.

Suppliers must ensure that workers submitted against live roles meet the minimum criteria set out; this includes understanding the job description and willingness to reach out to ECC Temporary Recruitment Team to understand the nature of the role in more detail if required. Suppliers who fail to submit candidates that are in line with the requirements of the role will be removed from the supply chain.

The supplier must ensure the temporary worker receives a positive candidate experience, that is representative of ECC. This should include all candidates receiving feedback regarding their status of a submission, regardless of whether they are placed and regular communication with temporary workers on site at ECC

The supplier must be a member of one of the following recruitment agencies: REC (Recruitment Employment Confederation), APSCO (Associate of Professional Staffing Companies) or BIOR (The British Institute of Recruiters).

We will only work with suppliers who allow temporary workers to use the services of an umbrella company who are FCSA Accredited Members, Professional Passport or APSCO registers.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement



documents

### **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

Option to extend for a period of up to 12 months

### **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**

Tier 3

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

- UKH3 - Essex

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

Our third point of call for supplier services for all job categories, including Executive Interims and Qualified Social Work. (To be called upon after 96 hours of live role requirement).

Provide temporary workers in line with requisition requests and bill for the provision of temporary worker services. The supplier must be responsive to requests and ensure candidates submitted are of suitable quality, uploading no more than 5 CVs to any one vacancy.

Provision of temporary workers both for volume and seasonal recruitment campaigns: this will ensure ECC is able to maintain frontline service delivery e.g., country parks and outdoor centers, as well as adult community learning.

In addition to the provision and billing of temporary workers we will also ask suppliers to engage with ECC for the provision and billing of permanent workers.

Suppliers must be able to provide workers in line with ECC job categories as outlined in the specification.

ECC has outlined in the specification its three-tiered pricing model, the supplier of temporary workers must clearly identify which pricing model they are prepared to operate on from the onset. The pricing model for this is set out in Appendix A of the Specification.

Ensuring all temporary and interim workers are paid within agreed, and consistently applied, pay rates which demonstrate value for money for ECC and that full and transparent reporting is easily available to ECC showing the detailed breakdown of worker pay rate, individuals' statutory costs, agency margins and supplier margins.

A consistent, best fit, engagement, and collaborate supply service appropriate for an Authority of the size and diversity of ECC which enables the onboarding of workers at pace and a 24-hour turnaround from a worker becoming compliant to them being able to submit time.

Suppliers must ensure that workers submitted against live roles meet the minimum criteria set out; this includes understanding the job description and willingness to reach out to ECC Temporary Recruitment Team to understand the nature of the role in more detail if required. Suppliers who fail to submit candidates that are in line with the requirements of the role will be removed from the supply chain.

The supplier must ensure the temporary worker receives a positive candidate experience,

that is representative of ECC. This should include all candidates receiving feedback regarding their status of a submission, regardless of whether they are placed and regular communication with temporary workers on site at ECC

The supplier must be a member of one of the following recruitment agencies: REC (Recruitment Employment Confederation), APSCO (Associate of Professional Staffing Companies) or BIOR (The British Institute of Recruiters).

We will only work with suppliers who allow temporary workers to use the services of an umbrella company who are FCSA Accredited Members, Professional Passport or APSCO registers.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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

Option to extend for a period of up to 12 months

#### **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 IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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**

Originally published as:

Date

10 November 2021

Local time

5:00pm

Changed to:

Date

23 November 2025

Local time

5:00pm

See the [change notice](#).

#### **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)

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

#### **VI.4) Procedures for review**

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

High Court, Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom