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Tender

## **Hosted Electronic Solution for the Administration of Disclosure and Barring Service**

Oldham Council  
Blackpool Council  
Blackburn with Darwen Council  
Bury Council  
Bolton Council  
Rochdale Borough Council  
Salford Council  
Tameside Council  
Trafford Council  
Wigan Council  
Manchester City Council  
Stockport Council  
Greater Manchester Combined Authorities  
Cheshire East Council  
Warrington Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-030765

Procurement identifier (OCID): ocds-h6vhtk-037dec

Published 1 November 2022, 9:50am

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

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

Oldham Council

Corporate Procurement Level 8, Civic Centre, West Street

Oldham

OL1 1UT

## **Contact**

Mrs Emily Molden

## **Email**

[emily.molden@oldham.gov.uk](mailto:emily.molden@oldham.gov.uk)

## **Telephone**

+44 1617701643

## **Country**

United Kingdom

## **Region code**

UKD3 - Greater Manchester

## **Internet address(es)**

Main address

<http://www.oldham.gov.uk/>

Buyer's address

<http://www.oldham.gov.uk/>

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

Blackpool Council

Blackpool

## **Email**

[procurement@blackpool.gov.uk](mailto:procurement@blackpool.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<https://www.blackpool.gov.uk/home.aspx>

**I.1) Name and addresses**

Blackburn with Darwen Council

Blackburn

**Email**

[procurement@blackburn.gov.uk](mailto:procurement@blackburn.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Bury Council

Bury

**Email**

[corporateprocurement@bury.gov.uk](mailto:corporateprocurement@bury.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Bolton Council

Bolton

**Email**

[purchasing.admin@bolton.gov.uk](mailto:purchasing.admin@bolton.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Rochdale Borough Council

Rochdale

**Email**

[procurement@star-procurement.gov.uk](mailto:procurement@star-procurement.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Salford Council

Salford

**Email**

[procurement@salford.gov.uk](mailto:procurement@salford.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

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

Tameside Council

Ashton Under Lyne

### **Email**

[procurement@star-procurement.gov.uk](mailto:procurement@star-procurement.gov.uk)

### **Country**

United Kingdom

### **Region code**

UKD3 - Greater Manchester

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

Main address

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

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

Trafford Council

Trafford

### **Email**

[procurement@star-procurement.gov.uk](mailto:procurement@star-procurement.gov.uk)

### **Country**

United Kingdom

### **Region code**

UKD3 - Greater Manchester

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

Main address

<https://www.trafford.gov.uk/Home.aspx>

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

Wigan Council

Wigan

### **Email**

[procurement@wigan.gov.uk](mailto:procurement@wigan.gov.uk)

### **Country**

United Kingdom

### **Region code**

UKD3 - Greater Manchester

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

Main address

<https://www.wigan.gov.uk/index.aspx>

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

Manchester City Council

Manchester

### **Email**

[procurement@manchester.gov.uk](mailto:procurement@manchester.gov.uk)

### **Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Stockport Council

Stockport

**Email**

[procurement@star-procurement.gov.uk](mailto:procurement@star-procurement.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Greater Manchester Combined Authorities

Manchester

**Email**

[enquiries@greatermanchester-ca.gov.uk](mailto:enquiries@greatermanchester-ca.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<https://www.greatermanchester-ca.gov.uk/>

**I.1) Name and addresses**

Cheshire East Council

Sandbach

**Email**

[procurement@cheshireeast.gov.uk](mailto:procurement@cheshireeast.gov.uk)

**Country**

United Kingdom

**Region code**

UKD6 - Cheshire

**Internet address(es)**

Main address

<https://www.cheshireeast.gov.uk/home.aspx>

**I.1) Name and addresses**

Warrington Borough Council

Warrington

**Email**

[contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)

**Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

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

The contract involves joint procurement

**I.3) Communication**

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

<https://www.the-chest.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.the-chest.org.uk/>

**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**

Hosted Electronic Solution for the Administration of Disclosure and Barring Service

Reference number

DN640172

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

GMCA Members are seeking to engage an e-Broker to facilitate the administration of DBS checks electronically via a hosted solution.

GMCA members each provide a DBS checking service to all areas within their authorities, including schools and licensing.

In addition, the GMCA members operate an Umbrella Body Service for DBS checks for volunteers and other third party organisations/individuals.

Typical DBS processes for organisations within GMCA involve but not limited to the following:

- Identity verification for new staff (sometimes this will be done by the recruiting manager at interview). For existing staff and umbrella body checks, identity verification is carried out by the service requesting the check
- Route 2 checks, if required, are conducted by external providers
- Resolving errors and/or queries on completed application forms

- Invoicing, receiving and recording payment (for schools and umbrella body service clients)
- Recording full details of each application
- Forwarding applications to the DBS
- Applications for new starters are tracked on the DBS website
- The applicant takes the disclosure to the recruiting manager
- Manager/HR initiates rechecks
- Full administration of the DBS update Service to enable regular checks on existing employees.
- Requirement for support when re registering with Ministry of Justice as a registered body

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

Value excluding VAT: £2,240,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48900000 - Miscellaneous software package and computer systems
- 79600000 - Recruitment services

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

NUTS codes

- UKD3 - Greater Manchester

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

The contract is led by Oldham Council. The following 12 Authorities have fully committed to the solution and their anticipated requirements under the contract are included in the pricing

schedule:

- Blackpool Council
- Blackburn with Darwen Council
- Bury Council
- Bolton Council
- Oldham Council
- Rochdale Council
- Salford Council
- Tameside Council
- Trafford Council
- Wigan Council
- Manchester City Council
- Greater Manchester Fire & Rescue Service

Please note Cheshire East and Warrington Borough Council could also potentially be joining at a later date. Stockport Council have also been included should they wish to use the contract.

The number of DBS checks per year across the authorities is circa 29,000 but does not include schools, licensing, volunteers and external clients.

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

Quality criterion - Name: System Requirements / Weighting: 15%

Quality criterion - Name: Contract Management, Performance and Responding to Change / Weighting: 5%

Quality criterion - Name: System Customisation / Weighting: 5%

Quality criterion - Name: Invoicing & Online Payment / Weighting: 5%

Quality criterion - Name: Experience/Capability of System Implementation / Weighting: 10%

Quality criterion - Name: GDPR / Weighting: 5%

Quality criterion - Name: Social Value / Weighting: 10%

Price - Weighting: 35%

### **II.2.6) Estimated value**

Value excluding VAT: £2,240,000

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

Start date

25 February 2023

End date

24 February 2025

This contract is subject to renewal

Yes

Description of renewals

The initial contract period is for 2 years and built into the contract are two optional extension periods of 1 year each (1+1 optional years).

### **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

### **III.2) Conditions related to the contract**

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

Performance standards and key performance indicators have been set out in the procurement documents.

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

Date

1 December 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

1 December 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Oldham Council

Oldham

Country

United Kingdom