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Planning

PIN - Managed service for recruitment agencies

Harris Federation

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-031248

Procurement identifier (OCID): ocds-h6vhtk-04a44f

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Section I: Contracting authority

I.1) Name and addresses

Harris Federation

4th Floor Norfolk House, Wellesley Road, Croydon

Croydon

CR01LH

Contact

Daveed Morris

Email

d.morris1@hfed.net

Country

United Kingdom

NUTS code

UKJ - South East (England)

Internet address(es)

Main address

<https://harrisfederation.org.uk>

I.3) Communication

Additional information can be obtained from the above-mentioned address

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

PIN - Managed service for recruitment agencies

Reference number

HF2024-055

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

This PIN is not binding and does not signify the commencement of a procurement process. Harris Federation would like to gauge the level of interest in the market before considering whether to tender and identify any suitable neutral vendors that can act as the neutral managed service provider and oversee all contingent and permanent, where instructed, recruitment activities on behalf of Harris Federation. Scope of requirements The objective is to streamline the agency recruitment process, ensure compliance with organisational policies and procedures, statutory guidance, and achieve cost-effective outcomes. Vendors should be able to perform the works detailed below:

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

- UKJ - South East (England)

II.2.4) Description of the procurement

Introduction/Background

The Harris Federation is a group of 55 Academies, which are currently located in the London and Essex area with the Federation Head Office in East Croydon.

The website is <https://www.harrisfederation.org.uk> which lists our academies.

The Harris Federation was established in 1991 and is a family of inclusive and aspirational schools working together and is expected to continue growing.

Purpose of PIN

This PIN is not binding and does not signify the commencement of a procurement process. Harris Federation would like to gauge the level of interest in the market before considering whether to tender and identify any suitable neutral vendors that can act as the neutral managed service provider and oversee all contingent and permanent, where instructed, recruitment activities on behalf of Harris Federation.

Scope of requirements

The objective is to streamline the agency recruitment process, ensure compliance with organisational policies and procedures, statutory guidance, and achieve cost-effective outcomes. Vendors should be able to perform the works detailed below:

Agency Management:

- Sourcing, onboarding, and managing relationships with approved agency suppliers
- Negotiating favourable terms and conditions for agency placements
- Streamlining and standardising agency rate cards for off payroll contingent workers
- Ensuring compliance with service level agreements

Recruitment Process Management:

- Receiving and processing job requisitions from our Academy network and Head Office Central Team
- Developing and implementing effective recruitment strategies to secure high quality

candidates and contingent talent

- Working in conjunction with the Talent Acquisition Team to coordinate the interview process and selection of candidates
- Managing the screening and onboarding process for off payroll workers

Data Analytics and Reporting:

- Tracking and analysing recruitment KPIs (e.g. time-to-fill, cost per hire)
- Providing regular reports on supplier performance and trends

Compliance and Governance:

- Ensuring compliance with relevant employment legislation and organisational policies
- Implementing robust governance frameworks and controls to oversee agency recruitment activities

Financial Management

- Ongoing capture and processing of timesheets
- Streamlining supplier invoicing

Scope of services required

- A framework of suppliers covering:
 - Casual Workers (off payroll hourly rate)
 - Emergency Relief Cover / Short Term Assignments (off payroll up to 12 weeks)
 - Long Term Assignments / Temp to Perm (off payroll 12 weeks or more)
 - Fixed Term Contracts (on payroll fixed start and end dates, MAT cover)
 - Permanent Hires
- The vendor will control, but not limited to:
 - Introduction fees

- Temp to perm transfer fees
- Preferential day rates (short term assignments sub 12 weeks)
- Preferential mark-up for temporary workers
- Rebate periods (coincide with 4-month probation period).
- The vendor will cater to supplier's specialist areas including, but not limited to:
 - Primary Education – teaching and leadership
 - Secondary Education – teaching and leadership
 - SEND
 - Education Support Staff - classroom cover, support and pastoral
 - Non-Teaching – HR, Finance, Estates, IT, Admissions etc
 - Specialist Hires – technical roles, interims/consultants and head office functions etc

II.2.14) Additional information

Suppliers of managed RPO services to advise if they would be interested in this procurement if we were to go ahead

II.3) Estimated date of publication of contract notice

28 October 2024

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