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Tender

## **Provision of Human Resource Support Services**

Horserace Betting Levy Board

F02: Contract notice

Notice identifier: 2024/S 000-031547

Procurement identifier (OCID): ocds-h6vhtk-04a508

Published 2 October 2024, 2:25pm

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

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

Horserace Betting Levy Board

London

#### **Contact**

Andrew Smith

#### **Email**

[andrew.smith@hblb.org.uk](mailto:andrew.smith@hblb.org.uk)

#### **Country**

United Kingdom

#### **Region code**

UK142 - Tower Hamlets

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.hblb.org.uk](http://www.hblb.org.uk)

**I.3) Communication**

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

[www.hblb.org.uk/contracts](http://www.hblb.org.uk/contracts)

Additional information can be obtained from the above-mentioned address

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**

Recreation, culture and religion

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**Section II: Object**

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

**II.1.1) Title**

Provision of Human Resource Support Services

**II.1.2) Main CPV code**

- 79414000 - Human resources management consultancy services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

The Horserace Betting Levy Board (HBLB) is a non-departmental public body (NDPB) sponsored by Department for Culture, Media and Sport (DCMS) responsible for the collection and expenditure of the Horserace Betting Levy worth approximately £100m per year. The organisation has a team of 15-20 staff and more information can be found on HBLB's website ([www.hblb.org.uk](http://www.hblb.org.uk)).

Given its size HBLB traditionally outsources delivery of its HR services and is inviting appropriate business partners to tender for the provision of these services.

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

This contract is divided into lots: No

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

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

NUTS codes

- UK - United Kingdom

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

The business partner will be required to:

- Ensure that HBLB is compliant with and aware of all legal requirements
- Identify and develop aspects of an HR Strategy that support delivery of HBLB's objectives
- Ensure HR policy and practice is current, lawful, and supports government's GovS 003: Human Resources standard
- Identify HR risk where apparent and recommend appropriate remedial action
- Facilitate effective employee selection and recruitment when needed
- Promote good levels of employee performance, personal development and retention.
- Survey employee engagement annually and report on results making recommendations as appropriate
- Provide HR advice to the HBLB executive and managers as needed
- Support diversity and inclusion in all HR policy and practice

- To monitor and maintain employee relations, providing appropriate employee assistance where necessary
- To provide a guaranteed HR point of contact during the working week, and out of hours as required, for employees, managers, and executives
- Prepare and distribute HR correspondence as needed, including the drafting of employment contracts and offer letters.
- To manage, review and accurately maintain HBLB's HR records
- To effectively manage the transition of services from one provider to another at both the start and end of the contract

Prospective partners will be required to work with HBLB's own internal Staff Management System to handle data concerning holidays, sickness, gifts and hospitality, appraisals, objectives, risks and their mitigations, contact details, next of kin and beneficiaries, office attendance, policy acceptance, etc. Access to this system will be granted to the selected HR service provider. HBLB does not wish to incur any additional complexity involved in the use of other HR management systems.

HBLB outsources payroll separately and this service is therefore not required under this contract.

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

Quality criterion - Name: Ability to deliver effective HR administration and support services / Weighting: 15

Quality criterion - Name: Ability to provide services that are secure and compliant / Weighting: 15

Quality criterion - Name: Understanding of public sector generally and HBLB specifically / Weighting: 15

Quality criterion - Name: Compatibility with HBLB's process and systems / Weighting: 15

Price - Weighting: 40

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Subject to negotiation and no greater than a further 36 months.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.14) Additional information**

Tenders should include:

- Company profile
- Profiles of key people
- Detail of proposed service offering
- Reason for interest in this contract
- Evidence of capability - references, reviews, press
- Evidence of secure operation - certifications, practices, tools
- Detail of costs

Any shortlisted prospective suppliers will be invited to deliver a presentation of no more than 40 minutes after which 20 minutes will be allowed for questions.

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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: No

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

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

Date

7 November 2024

Local time

11:59pm

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

English

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

Date

8 November 2024

Local time

10:00am

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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**

Horserace Betting Levy Board

London

Country

United Kingdom