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Tender

## **Provision of Recruitment Services - Temporary Labour & Pre-Employment Screening (PES)**

CADENT GAS LIMITED

F05: Contract notice – utilities

Notice identifier: 2022/S 000-031625

Procurement identifier (OCID): ocds-h6vhtk-038040

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### **Section I: Contracting entity**

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

CADENT GAS LIMITED

Pilot Way, Ansty

COVENTRY

CV7 9JU

#### **Contact**

Vasilis Mastorakis

#### **Email**

[Vasilis.Mastorakis@cadentgas.com](mailto:Vasilis.Mastorakis@cadentgas.com)

#### **Telephone**

+44 7811308444

**Country**

United Kingdom

**Region code**

UKG13 - Warwickshire

**Companies House**

10080864

**Internet address(es)**

Main address

<https://cadentgas.com/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://cadentgas.com/>

Additional information can be obtained from another address:

Vasilis.Mastorakis@cadentgas.com

Coventry

**Email**

[Vasilis.Mastorakis@cadentgas.com](mailto:Vasilis.Mastorakis@cadentgas.com)

**Country**

United Kingdom

**Region code**

UKG13 - Warwickshire

**Internet address(es)**

Main address

<https://cadentgas.com/>

Tenders or requests to participate must be submitted electronically via

<https://cadentgas.com/>

## **I.6) Main activity**

Production, transport and distribution of gas and heat

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## **Section II: Object**

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

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

Provision of Recruitment Services - Temporary Labour & Pre-Employment Screening (PES)

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

- 79600000 - Recruitment services

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

Services

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

Cadent Gas owns 4 of the 8 eight regional gas distribution networks (North West, West Midlands, East of England / East Midlands, North London). We look after the gas pipes in your area. We're committed to keeping you safe and warm. We bring gas to 11 million homes and businesses throughout the North West, West Midlands, East of England, East Midlands and North London, in an efficient, reliable, and safe manner.

Cadent is looking to partner with one supplier per lot for the provision of Temporary Labour and Pre-Employment Screening Services that meet its quality requirements and offer value-for-money solutions.

The Recruitment services tender comprises of the following two lots:

1. Lot 1: Provision of Temporary Labour

2. Lot 2: Provision of Pre-Employment Screening Services (PES)

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

Value excluding VAT: £29,472,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Provision of Temporary Labour

Lot No

1

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

- 79600000 - Recruitment services

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

NUTS codes

- UKD - North West (England)
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London

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

Cadent is looking to partner with a Master Services Provider (MSP) - Master Vendor that has experience in managing temporary recruitment for both temporary workers and contractor labour. It is also vital that the Bidding Entity has experience in managing significant changes to its previous client's delivery model and behaviours.

The types of roles within scope are:

- Temporary vacancies
- Contractor vacancies
- Permanent vacancies (only where our internal resourcing team require support in filling permanent vacancies)

Cadent will require support on recruiting temporary workers, contractors and permanent vacancies from a MSP - Master Vendor where unable to source itself. Levels of temporary labour can include entry level to more senior roles (except director and executive level).

The scope of the Service Recipients' disciplines, and therefore the skill set of the roles we require the Bidding Entity to recruit either directly or its Tier 2 supplier pool includes, but will not be limited to Customer Care, Customer - Information Systems, Business Services, Drivers, Finance & Assurance, General Counsel, Commercial, HR, Assurance Services, Strategy & Regulation, Wholesale Operations & Engineering, Scientific, Health & Safety.

This contract will support all UK based Cadent locations, which are primarily based within the Midlands region but not limited to these locations.

The MSP is required to provide services to fulfil Cadent's temporary and contractor resource requirements, primarily with regards to sourcing and attraction, wage negotiation & wage benchmarking, on-boarding, maintenance of temporary worker contracts, tenure management, managing pay and timesheets.

The following services are excluded:

- Permanent vacancies (apart from as stated above)
- Internal moves
- Consultants
- Role design and sizing
- New Talent Programmes

- Graduate Recruitment
- Apprenticeship Recruitment
- Fixed Term contracts

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

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

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

Value excluding VAT: £28,500,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 + 1 + 1 year contract extension options

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

Description of options

1 + 1 + 1 contract extension options

## **II.2) Description**

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

Provision of Pre-Employment Screening (PES) Services

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UKD - North West (England)
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London

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

The purpose of this Lot is to give Cadent a trusted partner which helps to ensure that any candidate that is about to start a successful career with Cadent, is eligible to do so. The service should offer Cadent confidence whilst aiding the recruitment process, alleviating administration and the chasing of candidates from the on-boarding team.

It is our ambition to create a workplace where employees are:

- all fully compliant with right to work checks
- who they say they are so their integrity is not brought into question
- confident their team mate can perform the duties they have been given
- qualified to the standards required for their role

This is achieved by a pre-employment strategy which includes:

- Working within the BS7858 standards
- Verify their right to work documentation (Pre-Settled/Settled Status, Visa and Work Permit)
- Identity Verification (Passport, Birth Certificate, Photo ID Drivers Licence)
- Address Validation
- Employment verification for 5 years including any career gaps or periods of unemployment
- Verification of periods of residency abroad within the 5 year period
- Verifying periods of self-employment within the last 5 year period
- Contact Universities and colleges to check the qualifications are valid
- Financial validation - County Court Judgements (CCJ) checks and Credit History
- Complete a standard Disclosure and Barring Services (DBS) check

As a result, Cadent is looking for a PES partner who will provide expert background checking and pre-employment screening services for permanent employees. Both new hire offer holders and existing employees should be covered by this service.

For example, the service should cover the minimum level of PES for external recruits as well as additional checks for existing employees who are moving into key internal roles, or roles that require an enhanced level of security clearance.

Additional value adding services and recommendations with regards to innovation, adapting to changes in legislation, best practice development, analysis of market trends, technological advances and sharing of learning and experiences from other clients is within scope on top of account management responsibilities.

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

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

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

Value excluding VAT: £971,500



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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 + 1 +1 year contract extension options

## **II.2.10) Information about variants**

Variants will be accepted: Yes

## **II.2.11) Information about options**

Options: Yes

Description of options

1 + 1 +1 year contract extension options

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## **Section IV. Procedure**

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

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

Negotiated procedure with prior call for competition

#### **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

8 December 2022

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Cadent Gas Limited

Pilot Way, Ansty

Warwickshire

CV7 9JU

Country

United Kingdom