

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031691-2021>

Tender

## **ITT\_5821 - The Provision of Temporary Probation workers (Probation Service)**

Ministry of Justice

F02: Contract notice

Notice identifier: 2021/S 000-031691

Procurement identifier (OCID): ocds-h6vhtk-02e6b0

Published 17 December 2021, 10:45pm

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

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

Ministry of Justice

102 Petty France

London

SW1H 9AJ

#### **Email**

[sophia.jenkins1@justice.gov.uk](mailto:sophia.jenkins1@justice.gov.uk)

#### **Telephone**

+44 02033343555

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/probation-service>

**I.3) Communication**

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

<https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Ministry or any other national or federal authority

**I.5) Main activity**

Social protection

---

**Section II: Object**

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

**II.1.1) Title**

ITT\_5821 - The Provision of Temporary Probation workers (Probation Service)

Reference number

ITT\_5821

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

The Probation Service, part of Her Majesty's Prison and Probation Service (HMPPS) is responsible for managing all those on a community order or licence following their release from prison in England and Wales.

The Probation Service has a requirement for temporary workers to cover periods of absence, both long-term and short-term, and to provide cover where a vacancy currently exists. These workers need to be qualified probation officers (PO), and where appropriate senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW) not currently employed by the Probation Service. Additionally, there is a specific requirement for temporary workers to be provided for pre-sentence report writing. This is a requirement that aims to supplement the capacity of the Probation Service.

ITT\_5821

### **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**

Lot 1: North East, Yorkshire and the Humber, Greater Manchester and North West

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

- UK - United Kingdom

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.
- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.
- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot

### **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**

Start date

1 June 2022

This contract is subject to renewal

Yes

Description of renewals

2 + 1 + 1

### **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**

Lot 2: East Midlands, West Midlands, South West, South Central and Wales

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

- UK - United Kingdom

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.
- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.
- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot.

### **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**

Start date

1 June 2022

This contract is subject to renewal

Yes

Description of renewals

2 + 1 + 1

### **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**

Lot 3: East of England, Kent, Surrey, Sussex and London

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

- UK - United Kingdom

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

The Probation Service has a requirement for agency workers to be provided to cover periods of absence and to provide cover where a vacancy exists. Additionally, there is a specific requirement for agency workers to be provided for pre-sentence report writing.

The successful supplier(s) must be able to:

- supply agency workers to any Probation Service site across the entire regional Lot that they have been awarded (including Approved Premises).
- supply mainly, but not limited to, the following types of workers; qualified probation officers (PO), senior probation officers (SPO), probation service officers (PSO) or unpaid work supervisors (UPW).
- receive a request, source and provide agency workers to the relevant specification at pace.

- ensure that all Agency Workers that undertake an Assignment have been subject to vetting in line with Probation Service guidelines.
- put a process in place to ensure that workers can accurately record their hours/expenses on a timesheet which must be authorised by the hiring manager.
- provide a Quality Assurance process for their workers and employment agency.

The Probation Service are seeking a maximum of 2 suppliers per regional lot.

#### **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**

Start date

1 June 2022

This contract is subject to renewal

Yes

Description of renewals

2 + 1 + 1

#### **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

---

## **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

---

## **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-024385](#)

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

Date

31 January 2022

Local time

12:00pm

#### **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: 3 (from the date stated for receipt of tender)

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

Date

31 January 2022

Local time

12:00pm

---

**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**

Ministry of Justice

London

Country

United Kingdom