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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): ocids-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

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.

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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.

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1 June 2022

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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