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Tender

## **Preferred Supplier List for Agency Worker Services**

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F02: Contract notice

Notice identifier: 2024/S 000-037379

Procurement identifier (OCID): ocds-h6vhtk-04bce9

Published 19 November 2024, 2:17pm

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

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

Preferred Supplier List for Agency Worker Services

S2 2RL

Sheffield

#### **Email**

[tia.eardley@sheffcol.ac.uk](mailto:tia.eardley@sheffcol.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKE32 - Sheffield

#### **Internet address(es)**

Main address

<https://www.sheffcol.ac.uk/>

### **I.3) Communication**

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

<https://www.in-tendhost.co.uk/sheffieldcollege.aspx/Home>

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**

Other type

Higher Education Sector

### **I.5) Main activity**

Education

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## **Section II: Object**

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

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

Preferred Supplier List for Agency Worker Services

Reference number

TSC-05-TE-2024

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

- 79600000 - Recruitment services

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

Services

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

The Sheffield College (The College) wishes to tender for a preferred supplier list to provide agency staff workers with a contract duration of 3 years. The objective of this tender process is to identify a preferred supplier list of the most advantageous offers. We are looking for 12 agencies to be on our Preferred Supplier List that we have selected as our key collaborators. Your proposal will be evaluated in accordance with the assessment criteria and absolute percentage weightings set out within the tender documents. All enquiries relating to this tender must be forwarded in writing via the In-Tend online tendering portal. We are looking to secure a preferred supplier list of at least two vendors for each of the specialism areas. a. Two vendors for construction/engineering specialismsb. Two vendors for nursing/midwiferyc. Two vendors for childcared. Two vendors for professional servicese. Two vendors for ITf. Two vendors for curriculum support roles

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79600000 - Recruitment services
- 79622000 - Supply services of domestic help personnel
- 79621000 - Supply services of office personnel
- 79612000 - Placement services of office-support personnel
- 79620000 - Supply services of personnel including temporary staff
- 79631000 - Personnel and payroll services
- 79610000 - Placement services of personnel

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

NUTS codes

- UKE32 - Sheffield

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

We are looking to secure a preferred supplier list of at least two vendors for each of the specialism areas. Twelve slots are available as below:a. Two for construction/engineering specialismsb. Two for nursing/midwiferyc. Two for childcared. Two for professional servicese. Two for ITf. Two for curriculum support roles (LSA/Progress

Coaches/Technicians)

**II.2.5) Award criteria**

Price

**II.2.6) Estimated value**

Value excluding VAT: £1,200,000

**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

This contract will be reviewed 6 months prior to the contract expiry.

**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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

1) If a candidate leaves within the first 12 weeks of starting a role – we don't want a replacement, unless we specifically make that decision. We want a refund on any placement fees for that role.2) Agency must undertake all the pre-employment checks in line with our policy and processes.3) Expect to have suitable candidates sent to us within 48 hours (for temp cover).4) If for any reason we wish to terminate the contract, we can do so by giving 3 months' notice.5) Complaints process – we have a point of contact in each business and likewise you have a point of contact for us – in which we work to resolve any disputes.6) Notice periods we give to temp hires: 1 week.7) Temp to perm rule – If staff work with us for 12 weeks or more, and we want them as permanent workers- there is no finders fee after 12 weeks. If a candidate leaves within the first 12 weeks of starting a role – we don't want a replacement, unless we specifically make that decision. We want a refund on any placement fees for that role.8) Any changes to fees can only take effect once a year and must only be after giving 3 months' notice.9) Right to audit the agencies if we so wish.10) Regular reviews to be set up with the successful agencies to discuss KPI'S/SLA.

#### **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: Yes

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

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

Date

7 January 2025

Local time

12:00pm

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

English

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

Date

7 January 2025

Local time

12:15pm

Place

Electronically via the Intend Portal.

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

Electronic ordering will be used

Electronic invoicing will be accepted

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

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

Unknown

Sheffield

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Unknown