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Tender

## **GSS24823 - Employee Screening Services**

UKSBS

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-044269

Procurement identifier (OCID): ocds-h6vhtk-055442

Published 30 July 2025, 1:27pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

Timescales for bid submission deadline updated

### **Scope**

### **Reference**

GSS24823

## Description

The final date and time for the submission of bids is Monday 11th August 2025 at 14:00

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

### Brief Description of Requirement

UKSBS, on behalf of their clients, seeks to procure a supplier that can successfully, confidentially and legally, in accordance with all relevant legislation, provide a baseline security screening service and carry out pre-employment and pre-engagement of candidate checks.

### What is employee screening?

Pre-employment screening is the background check undertaken for staff, contractors, agency personnel and other people with access to the organisation's assets. Typically, this means that checks are conducted to validate and verify information provided by the screening candidate to ensure that they have provided an honest and factual representation to enable organisations to make the best hiring decisions.

### Aims and Objectives

Suppliers bidding for this specialised service must demonstrate clearly with evidence through their tender submissions that they can undertake screening, and provide the desired outcomes for UKSBS in a cost-efficient, and accurate manner through:

- compliance with UKSBS' KPIs, UK laws, policy, legislation (UK Data Protection Act 2018), and government standards,
- conformity to the BPSS and SLAs indicated,
- relevant and required branding,
- facility to support candidates during the screening process,
- maintenance of GDPR compliance and classifications, and;
- provision of reporting, reminders and communication.

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the

Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

### How to Apply

UK Shared Business Services Ltd (UKSBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number itt\_2122

### **Total value (estimated)**

- £1,336,270 excluding VAT
- £1,603,524 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 December 2025 to 30 November 2027
- Possible extension to 30 November 2029
- 4 years

Description of possible extension:

1st December 2029 (including all optional extensions 2+1+1)

## **Main procurement category**

Services

## **CPV classifications**

- 79600000 - Recruitment services

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

11 August 2025, 2:00pm

## Submission address and any special instructions

<https://beisgroup.ukp.app.jaggaer.com/>

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

1 September 2025

## Recurring procurement

Publication date of next tender notice (estimated): 2 April 2029

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## Award criteria

Name	Type	Weighting
Technical	Quality	75%
Commercial	Price	25%

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## Other information

## **Applicable trade agreements**

- Government Procurement Agreement (GPA)

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

### **UKSBS**

- Public Procurement Organisation Number: PMPN-7535-GNTG

Polaris House, North Star Avenue

Swindon

SN2 1FF

United Kingdom

Email: [professionalservices@uksbs.co.uk](mailto:professionalservices@uksbs.co.uk)

Region: UKK14 - Swindon

Organisation type: Public authority - sub-central government