

**United Kingdom-Manchester: Recruitment services**

OJ S 133/2017 14/07/2017

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Crescent Purchasing Consortium

Postal address: Technology House, Lissadel Street, Salford, Greater Manchester

Town: Manchester

NUTS code: UK United Kingdom

Postal code: M6 6AP

Country: United Kingdom

Contact person: Steve Davies

E-mail: [steve.davies@npg-ltd.com](mailto:steve.davies@npg-ltd.com)

Telephone: +44 7966040564

**Internet address(es):**Main address: <http://www.thecpc.ac.uk>Address of the buyer profile: <https://in-tendhost.co.uk/dukefield/asp/home>**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://in-tendhost.co.uk/dukefield/asp/home>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://in-tendhost.co.uk/dukefield/asp/home>

Tenders or requests to participate must be submitted to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://in-tendhost.co.uk/dukefield/asp/home>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Employee Screening Services Framework.

**II.1.2. Main CPV code**

79600000 Recruitment services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Contracting Authority wishes to establish a Framework Agreement for the provision of Employee Screening Services. It is being established to meet the needs of Crescent Purchasing Consortium Members, <http://www.thecpc.ac.uk/members>, members of North Western Universities Purchasing Consortium <http://www.nwupc.ac.uk> and is also open for use by all contracting authorities across the public sector throughout the UK (and any future successors to these organisations). These include (but not limited to) central government departments and agencies, Non Departmental Public Bodies, NHS bodies, Local Authorities, Police Authorities, Emergency Services, Educational Establishments, Hospices, National Parks and Registered Social Landlords. The Framework is being let across two Lots:

Lot 1 Disclosure Barring Services.

Lot 2 Employee Screening Services One-Stop-Shop.

Full details of the classification of end user establishments and geographical areas is available at <http://www.npg-ltd.com/tenders/>

**II.1.5. Estimated total value**

Value excluding VAT: 35 000 000,00 GBP

**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**

Disclosure Barring Services

Lot No: 1

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79700000 Investigation and security services, 79610000 Placement services of personnel, 79611000 Job search services, 79631000 Personnel and payroll services

**II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: This framework is for the use of the public sector throughout the UK, with the exception of Northern Ireland where the Framework will only be open to bodies within the Education Sector.

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

Crescent Purchasing Consortium wishes to make available to Participating Public Sector Bodies a comprehensive range of disclosure barring service checks. These will include but will not be restricted to:

- Basic checks,
- Standard checks,
- Enhanced checks or equivalent,

— List 99 checks.

It is recognised that similar checking services are required by Participating Public Sector Bodies within Scotland and Northern Ireland and it is therefore beneficial for tenderers to provide services that include access to the undertaking of Protection of Vulnerable Groups, and Access NI checks in Scotland and Northern Ireland respectively.

It is anticipated that services will be made available to Participating Public Sector Bodies through an intuitive on-line customer interface.

There will be a maximum of six suppliers awarded a place on this Lot.

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

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

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

Value excluding VAT: 15 000 000,00 GBP

#### **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:

The framework will be subject to an optional twelve month extension to be taken at the sole discretion of the Contracting Authority. The extension, if taken, will run concurrently after the expiry of the 36 month minimum term. The full duration of the framework is therefore a maximum of four years, or 48 months.

#### **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.2.14. Additional information**

##### **II.2. Description**

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

Employee Screening Services One-Stop-Shop

Lot No: 2

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security,  
79700000 Investigation and security services, 79610000 Placement services of personnel,  
79611000 Job search services, 79631000 Personnel and payroll services

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

NUTS code: UK United Kingdom

Main site or place of performance: This framework is for the use of the public sector throughout the UK, with the exception of Northern Ireland where the Framework will only be open to bodies within the Education Sector.

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

Crescent Purchasing Consortium wishes to make available to Participating Public Sector Bodies a comprehensive range of Employee Screening Services, through an Employee Screening Services One-Stop-Shop Lot. The core list of such checks include, but not be limited to, the following:

- Disclosure Barring Service (to include Basic, Standard, Enhanced and List 99 checks),
- Verification Service Checks:
  - o Education Qualification checks,
  - o Professional Qualification/Membership/Licence checks,
  - o Employment checks,
  - o Reference checks,
  - o Gap Verification,
- Credit Checks,
- Right to work checks,
- Identity Verification,
- Passport Validation,
- DVLA/Driving Licence checks,
- Directorship checks,
- Media/Social Media checks,
- International Fraud/Sanction checks,
- BS7858 Check,
- The Baseline Personnel Security Standard checks.

It is anticipated that services will be made available to Participating Public Sector Bodies through an intuitive on-line customer interface.

There will be a maximum of six suppliers awarded a place on this Lot.

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

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

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

Value excluding VAT: 20 000 000,00 GBP

#### **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:

The framework will be subject to an optional twelve month extension to be taken at the sole discretion of the Contracting Authority. The extension, if taken, will run concurrently after the expiry of the 36 month minimum term. The full duration of the framework is therefore a maximum of four years, or 48 months.

#### **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.2.14. Additional information

### Section III: Legal, economic, financial and technical information

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#### 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

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#### IV.1. Description

##### IV.1.1. Type of procedure

Open procedure

##### IV.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators  
Envisaged maximum number of participants to the framework agreement: 12

##### IV.1.6. Information about electronic auction

An electronic auction will be used  
Additional information about electronic auction:

Whilst the Tender is not being run under an e-auction, the Contracting Authority have stated 'yes' as users of the Framework may wish to use an e-auction to run a further competition.

##### 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: 16/08/2017 Local time: 12:00

##### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

##### 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: 20/08/2017 Local time: 10:00

### Section VI: Complementary information

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#### VI.1. Information about recurrence

This is a recurrent procurement: no

### **VI.3. Additional information**

Northern Procurement Group Limited (who are a subsidiary of Dukefield Limited) are acting as agents of Crescent Purchasing Consortium in the development and on-going contract management of this framework. The Contracting Authority will be using an e-tendering system to conduct the procurement exercise. To access the procurement documentation suppliers must register their company details on the In-Tend system at <https://in-tendhost.co.uk/dukefield.aspx/home>, the tender opportunity will be available in the current tenders tab of the site.

The Contracting Authority shall not be under any obligation to accept the lowest tender or indeed any tender. Crescent Purchasing Consortium expressly reserves the rights:

- (a) To terminate the procurement process and not to award any contract as a result of the procurement process at any time;
- (b) To make whatever changes it may see fit to the content and structure of the procurement as detailed within the tender documentation;
- (c) To award a contract covering only part of the consortium's requirements if explicitly detailed within the tender documentation;
- (d) To disqualify any organisation from the process that canvasses any employee of the Contracting Authority during the procurement process or standstill period if applicable;
- (e) Seek clarifications to tender responses on the basis that any clarification sought will not confer any undue competitive advantage in the favour of any supplier from whom such clarifications are being sought;
- (f) Where the Contracting Authority can evidence that there is a conflict of interest, either personal or in consideration of any organisation bidding for the contract, the Contracting Authority shall have the explicit right to immediately exclude that person or organisation from the tender process entirely;
- (g) Where the Contracting Authority has engaged in any pre-market soft testing prior to the commencement of the procurement process, the Contracting Authority reserves the right to name any organisation that has been involved in these discussions and release any and all specifications / discussion documents to the market where appropriate to the subject matter of this procurement.
- (h) The Contracting Authority will not be liable for any costs incurred by tenderers.
- (i) The value of the framework provided in section II.1.5 is only an estimate and the Contracting Authority will not guarantee any business through this framework agreement, and;
- (j) The Contracting Authority wishes to establish a Framework Agreement open for use by all Public Sector Bodies as stated in II.1.4.

Tenderers should note, in reference to Section IV.1.3), Envisaged maximum number of participants to the framework:

Where, following the evaluation of bids, more than one Tenderer is tied with the same final evaluation score, each of these tenderers shall be deemed to occupy the last Framework Agreement contract award position for the purpose of calculating the maximum number of Suppliers under the framework.

The Contracting Authority will award a Framework Agreement to additional Tenderers beyond the stated maximum number on any particular Lot, where their final evaluation score (s) is within 0.5 % of the last placed position only. For the avoidance of doubt, the last placed position in respect of each Lot of this framework is 6th place. Therefore on a lot by lot basis, Tenderers within 0.5 %, along with the Tenderer in last placed position, shall be deemed to occupy the last Framework Agreement contract award position for each respective lot.

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

#### **VI.4.1.**

**Review body**

Official name: Crescent Purchasing Consortium

Postal address: Technology House, Lissadel Street, Salford, Greater Manchester

Town: Manchester

Postal code: M66AP

Country: United Kingdom

Telephone: +44 8000662188

Internet address: <http://www.thecpc.ac.uk>

**VI.4.2. Body responsible for mediation procedures**

Official name: Crescent Purchasing Consortium

Postal address: Technology House, Lissadel Street, Salford, Greater Manchester

Town: Manchester

Postal code: M6 6AP

Country: United Kingdom

Telephone: +44 8000662188

Internet address: <http://www.thecpc.ac.uk>

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Crescent Purchasing Consortium will incorporate a minimum 10-day standstill period at the point information on the award of contract is communicated to tenderers. Bidders who are unsuccessful shall be informed by the Contracting Authority as soon as possible after the decision is made as to the reasons why the bidder was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, the Public Contracts Regulations 2015 provide for the aggrieved parties who have been harmed or who are at risk of harm by the breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any action must be generally brought within 3 months. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the Contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Crescent Purchasing Consortium

Postal address: Technology House, Lissadel Street, Salford, Greater Manchester

Town: Manchester

Postal code: M6 6AP

Country: United Kingdom

Telephone: +44 8000662188

Internet address: <http://www.thecpc.ac.uk>

**VI.5. Date of dispatch of this notice**

12/07/2017