

**United Kingdom-Paisley: Recruitment services**

OJ S 144/2017 29/07/2017

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1JB

Country: United Kingdom

E-mail: [cpu@renfrewshire.gov.uk](mailto:cpu@renfrewshire.gov.uk)

Telephone: +44 1416187042

**Internet address(es):**Main address: <http://www.renfrewshire.gov.uk>Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)**I.1. Name and addresses**

Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1TT

Country: United Kingdom

E-mail: [cpu@renfrewshire.gov.uk](mailto:cpu@renfrewshire.gov.uk)

Telephone: +44 1416186400

Fax: +44 1416187050

**Internet address(es):**Main address: <http://www.renfrewshire.gov.uk>Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)**I.1. Name and addresses**

Official name: Renfrewshire Leisure Limited

Postal address: The Lagoon Centre, Christie Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1NB

Country: United Kingdom

E-mail: [craig.connelly@renfrewshire.gov.uk](mailto:craig.connelly@renfrewshire.gov.uk)

Telephone: +44 1416187390

**Internet address(es):**

Main address: <http://www.renfrewshireleisure.com>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23182](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23182)

## **I.2. Information about joint procurement**

The contract involves joint procurement

## **I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictenderscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictenderscotland.publiccontractsscotland.gov.uk>

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://www.publictenderscotland.publiccontractsscotland.gov.uk>

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

Regional or local authority

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

General public services

## **Section II: Object**

---

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

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

Agreement for HR Services.

Reference number: RC/FA/148/17

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

79600000 Recruitment services

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

Services

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

Framework Agreement for HR Services.

#### **II.1.5. Estimated total value**

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

This contract is divided into lots: no

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

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

79635000 Assessment centre services for recruitment

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

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance: Renfrewshire Area.

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

This tender is being issued on behalf of Renfrewshire Council for the provision of services to the Council and those other bodies for whom it acts as servicing or contracting authority. The body who may also make use of the services is Scotland Excel, being the joint committee of Scottish local authorities carrying out purchasing and procurement functions for those local authorities. Scotland Excel is the joint committee of the 32 Scottish local authorities with responsibility for procurement and similar purchasing functions. The Renfrewshire Council acts as the contracting and servicing authority for Scotland Excel and enters contracts on its behalf. Renfrewshire Leisure LLP, a separate body from the Council, may also wish in the future to make use of the services being tendered either through the Council or by entering a separate contractual arrangement based on the terms and conditions agreed between the Council and the tenderer chosen as the Service Provider.

HR Services are required to assist as and when required in the following areas.

Executive Recruitment/Assessment Centres — assist the Council with aspects of recruitment, arrange and carry out testing during the recruitment process of senior staff.

Executive Interim Sourcing — provide temporary senior management level of staff.

Executive Coaching, Learning and Development and Performance Management Services — providing a range of services that support succession planning and business change implementation.

The executive recruitment and assessment centres are utilised for senior management recruitment on an ad hoc basis and due to the nature of staff turnover a forecast cannot be determined for this requirement.

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

Criteria below

Quality criterion - Name: Executive Recruitment/Assessment Centres / Weighting: 15

Quality criterion - Name: Assessment Centre Venue and Location / Weighting: 5

Quality criterion - Name: Executive Interims Sourcing / Weighting: 10

Quality criterion - Name: Value Added Services / Weighting: 5

Quality criterion - Name: Presentation / Weighting: 20

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 40

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

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The agreement will be for 3 years plus the option of 1 years extension period.

#### **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**

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT in PCS-Tender project relevant to this procurement and the other Procurement Documents for further information.

## **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:

Suppliers should be signed up to a Code of Practice, e.g. the Recruitment and Employment Confederation REC's, VMS Code of Practice or alternatively, provide a copy of policies /procedures which demonstrate commitment to good practice and ethical standards.

#### **III.1.2. Economic and financial standing**

Minimum level(s) of standards possibly required:

Minimum level(s) of standards possibly required:

It is a requirement of the Agreement that bidders hold, or can commit to obtain prior to the start date of The Agreement, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Public Liability Insurance = 2 000 000 GBP

Professional Indemnity = 1 000 000 GBP

Statutory third party motor vehicle cover — with evidence of a valid MV certificate in the company name, or where there is no company fleet and employees use their own vehicles instead, a letter signed by a person of appropriate authority confirming that the provider has on-going arrangements in place to ensure that employees' vehicles are appropriately insured and maintained for business purposes.

Please note tenderers are required to have minimum Dun and Bradstreet failure score of 20.

Where this criteria is not met the Council may request tenderers to provide detail why and supporting evidence in the form of company accounts for the previous financial year.

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

### **III.2. Conditions related to the contract**

#### **III.2.3. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV: Procedure**

---

### **IV.1. Description**

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

Open procedure

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

#### **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: 28/08/2017 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.2.7. Conditions for opening of tenders**

Date: 28/08/2017 Local time: 12:00

### **Section VI: Complementary information**

---

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Notices will be published in line with the contract end/contract extension end dates.

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

Request for Documentation:

The Council will request the following documentation once all bids have been received:

1 Evidence of your company's insurance certificates detailing the required level of insurance's as per the levels stated within this Site Notice and as detailed within the Invitation to Tender document uploaded within the general attachments area.

2 Tenderers are required to submit S7 Declaration as part of their tender submission. The document is attached within the commercial envelope.

3 A completed copy of the Health and Safety Questionnaire. This document is contained within the general attachments area in Public Contracts Scotland Portal.

4 A completed copy of the Supporting Documents uploaded within the general attachments area in Public Contract Scotland Tender Portal, please note that documents must be signed by an authorised signatory.

The Supporting Documents include.

Agreement to S1 Equalities Questionnaire

Agreement to S2 Equalities Declaration

Agreement to S3 Tender Compliance Certificate

Agreement to S4 No Collusion Certificate

5 Tenders are required to comply with the Data Processing Agreement document. This document is contained within the general attachments area in Public Contract Scotland Tender Portal. The successful service provider will be required to sign a copy of the Data Processing Agreement on award.

6 Any contract awarded as a result of this tender exercise will be subject to Scots Law and the exclusive jurisdiction of the Scottish Courts.

7 Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

8 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 8516. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343> (SC Ref:502266).

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

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

Official name: See VI.4.3 below

Town: See VI.4.3 below

Country: United Kingdom

Internet address: <http://www.renfrewshire.gov.uk>

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

Precise information on deadline(s) for review procedures:

Precise information on deadline(s) for review procedures:

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2105/446) (as amended) may bring proceedings in the Sheriff Court or Court of Session.

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

27/07/2017