

**United Kingdom-Manchester: Recruitment services**  
**OJ S 143/2018 27/07/2018**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Greater Manchester Combined Authority  
Postal address: GMCA Offices, 1st Floor, Churchgate House, 56 Oxford Street  
Town: Manchester  
NUTS code: UKD North West (England)  
Postal code: M1 6EU  
Country: United Kingdom  
Contact person: Mrs Chris Atherton  
E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)  
Telephone: +44 7814457018

**Internet address(es):**

Main address: <http://www.manchesterfire.gov.uk/>  
Address of the buyer profile: <http://www.manchesterfire.gov.uk/>

**I.1. Name and addresses**

Official name: Bolton Council  
Town: Bolton  
NUTS code: UKD North West (England)  
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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)  
Address of the buyer profile: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

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**I.1. Name and addresses**

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**I.1. Name and addresses**

Official name: Oldham Borough Council

Town: Oldham

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Rochdale Council

Town: Rochdale

NUTS code: UKD North West (England)

Country: United Kingdom

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**I.1. Name and addresses**

Official name: Salford City Council

Town: Salford

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**I.1. Name and addresses**

Official name: Stockport Metropolitan Borough Council

Town: Stockport

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**I.1. Name and addresses**

Official name: Tameside Council

Town: Tameside

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Country: United Kingdom

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**I.1. Name and addresses**

Official name: Trafford Council

Town: Trafford

NUTS code: UKD North West (England)

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**I.1. Name and addresses**

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Town: Wigan

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**I.1. Name and addresses**

Official name: Blackburn with Darwen Council

Town: Blackburn

NUTS code: UKD North West (England)

Country: United Kingdom

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**I.1. Name and addresses**

Official name: Blackpool Council

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**I.1. Name and addresses**

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Town: Cheshire

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Country: United Kingdom

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**I.1. Name and addresses**

Official name: Warrington Borough Council

Town: Warrington

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**I.1. Name and addresses**

Official name: Transport for Greater Manchester

Town: Manchester

NUTS code: UKD North West (England)  
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**I.1. Name and addresses**

Official name: Greater Manchester Fire Rescue Services  
Town: Manchester  
NUTS code: UKD North West (England)  
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**I.1. Name and addresses**

Official name: Greater Manchester Police  
Town: Manchester  
NUTS code: UKD North West (England)  
Country: United Kingdom  
E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)  
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**I.1. Name and addresses**

Official name: Greater Manchester Waste Disposal Authority  
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NUTS code: UKD North West (England)  
Country: United Kingdom  
E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)  
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**I.1. Name and addresses**

Official name: Solutions SK  
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**I.1. Name and addresses**

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**Internet address(es):**  
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**I.1.**

**Name and addresses**

Official name: Trafford Community Leisure Trust

Town: Trafford

NUTS code: UKD North West (England)

Country: United Kingdom

E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)

**Internet address(es):**

Main address: <https://www.the-chest.org.uk/>

**I.1. Name and addresses**

Official name: Rochdale Development Agency

Town: Rochdale

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Orbitas, Bereavement Services Ltd

Town: Cheshire

NUTS code: UKD North West (England)

Country: United Kingdom

E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)

**Internet address(es):**

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**I.1. Name and addresses**

Official name: ANSA Environmental Services Ltd

Town: Cheshire

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: East Cheshire - Engine of the North

Town: Cheshire

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

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**I.1. Name and addresses**

Official name: Bridgewater Community Healthcare NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

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**I.1. Name and addresses**

Official name: Greater Manchester West Mental Health NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**I.1. Name and addresses**

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Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

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**I.1. Name and addresses**

Official name: Manchester Mental Health and Social Care NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

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**I.1. Name and addresses**

Official name: North West Ambulance Service NHS Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Central Manchester University Hospitals NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)

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**I.1. Name and addresses**

Official name: The Christie NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

E-mail: [chris.atherton@trafford.gov.uk](mailto:chris.atherton@trafford.gov.uk)

**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Pennine Acute Hospital NHS Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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Main address: <https://www.the-chest.org.uk/>

**I.1. Name and addresses**

Official name: Royal Bolton Hospital NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Stockport NHS Foundation Trust

Town: Stockport

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Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Salford Royal NHS Foundation Trust

Town: Salford

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: Tameside Hospital NHS Foundation Trust

Town: Tameside

NUTS code: UKD North West (England)

Country: United Kingdom

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**Internet address(es):**

Main address: [www.the-chest.org.uk](http://www.the-chest.org.uk)

**I.1. Name and addresses**

Official name: University Hospital of South Manchester NHS Foundation Trust

Town: Manchester

NUTS code: UKD North West (England)  
Country: United Kingdom  
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**I.1. Name and addresses**

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**I.1. Name and addresses**

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**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: [www.the-chest.org.uk](http://www.the-chest.org.uk)  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: [www.the-chest.org.uk](http://www.the-chest.org.uk)

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

Regional or local authority

**I.5. Main activity**

General public services

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**Section II: Object**

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

**II.1.1. Title**

Hosted Electronic Solution for the Administration of Disclosure and Barring Service (DBS)  
Checks  
Reference number: DN354992

**II.1.2. Main CPV code**

79600000 Recruitment services

**II.1.3. Type of contract**

Services

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

Greater Manchester Combined Authority (GMCA) on behalf of members and members of Association of Greater Manchester Authorities (AGMA) invites quotations for the provision of a hosted electronic solution for the administration of Disclosure and Barring Service (DBS) checks. GMCA is a partnership between Local Authorities and other public sector bodies within the Grtr Mcr area. GMCA membership may change over the life of the Agreement, and hence either expand or contract the list of contracting bodies eligible to use this Agreement, this will also be available for other named organisations outside of Grtr Mcr. Should changes occur, the details of such changes will be made available to interested parties. The following 10 Councils have fully committed to the solution; Blackpool Council, Blackburn and Darwen Council, Bury Council, Bolton Council, Oldham Council, Rochdale Council, Salford Council, Tameside Council, Trafford Council, Wigan Council and Manchester Council to on board in 2d year.

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

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

This contract is divided into lots: no

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

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

NUTS code: UKD North West (England)

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

The number of DBS checks per year across the 10 authorities is circa 31,000 does not include Manchester City Council including Schools, Licensing, Volunteers and external clients. The second year may increase to 41,000 circa.

Typical (high-level) DBS processes for organisations within GMCA involve:

- Identity verification for new staff (occasionally this will be done by the Recruiting Manager at interview). For existing staff and Umbrella Body checks, identity verification is carried out by the service requesting the check,
  - Route 2 checks, if required, are conducted by external providers,
  - Resolving errors and/or queries on completed application forms,
  - Invoicing, receiving and recording payment (for schools and umbrella body service clients)
- There can be significant time and manual intervention needed to reconcile checks and payments,
- Recording full details of each application,
  - Forwarding applications to the DBS,
  - Applications for new starters are tracked on the DBS website,
  - The applicant takes the disclosure to the recruiting manager,
  - Manager/HR initiates rechecks,
  - Full administration of the DBS update Service to enable regular checks on existing employees. Times to be agreed with individual organisations,
  - Requirement for support when re registering with Ministry of Justice as a registered body.

#### **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**

#### **II.2.7.**

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

Start: 25/12/2018 End: 24/12/2020

This contract is subject to renewal: yes

Description of renewals:

Two annual increments.

### **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 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 a single operator

#### **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: 03/09/2018 Local time: 10:00

#### **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: 03/09/2018 Local time: 10:00

## **Section VI: Complementary information**

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

This is a recurrent procurement: yes

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

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

**VI.4.1. Review body**

Official name: Greater Manchester Combined Authority

Town: Manchester

Country: United Kingdom

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

25/07/2018