

United Kingdom-Runcorn: Supply services of personnel including temporary staff

OJ S 248/2014 24/12/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Cirrus Consortium

Postal address: c/o Halton Housing Trust, Daresbury Point, Green Wood Drive, Manor Park

Town: Runcorn

Postal code: WA7 1UG

Country: United Kingdom

For the attention of: Michael Barnett

E-mail: tenders@cirruspurchasing.co.uk

Telephone: +44 7572108320

Internet address(es):General address of the contracting authority: <http://www.haltonhousing.org/>Address of the buyer profile: [https://cirrus-tenders.co.uk/Home.aspx?Link=\[60020b91-e2d8-44db-87b1-13ffe61fd700\]&ClientStyle=1](https://cirrus-tenders.co.uk/Home.aspx?Link=[60020b91-e2d8-44db-87b1-13ffe61fd700]&ClientStyle=1)Electronic access to information: [https://cirrus-tenders.co.uk/Home.aspx?Link=\[60020b91-e2d8-44db-87b1-13ffe61fd700\]&ClientStyle=1](https://cirrus-tenders.co.uk/Home.aspx?Link=[60020b91-e2d8-44db-87b1-13ffe61fd700]&ClientStyle=1)Electronic submission of tenders and requests to participate: [https://cirrus-tenders.co.uk/Home.aspx?Link=\[60020b91-e2d8-44db-87b1-13ffe61fd700\]&ClientStyle=1](https://cirrus-tenders.co.uk/Home.aspx?Link=[60020b91-e2d8-44db-87b1-13ffe61fd700]&ClientStyle=1)**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Other: Central Purchasing Body

I.3. Main activity

General public services

Housing and community amenities

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Cirrus Consortium Agency Labour and Recruitment Framework.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Across the United Kingdom, excluding Northern Ireland.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 75

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 40 000 000 GBP

II.1.5. Short description of the contract or purchase(s)

** this tender is only accessible via the on-line tender portal www.cirrustenders.co.uk **

Please do not contact the Cirrus consortium to request tender documentation, log on to www.cirrustenders.co.uk to access the tender directly.

The Cirrus Consortium (The Consortium) is a procurement consortium that currently consists of in excess of 50 members including Registered Providers of Social Housing, Local Authorities, ALMOs and NHS Trusts. Members are based across England, Wales and Scotland, with additional organisations joining the consortium on a regular basis. As contracting authorities access the frameworks available from the Consortium, they are allowed Membership to the Consortium, giving them active input into the Central Purchasing Body. The Consortium is managed on behalf of the Membership by Cirrus Purchasing Ltd, a specialist purchasing and supply consultancy supporting the social housing, public and private sectors.

The Consortium is seeking bids from service providers to participate in an agency labour and recruitment services framework covering the following lots (non-exhaustive examples of roles included in each lot are provided in brackets):

— Lot 1: Administration (including clerical staff, personal assistants and office support staff)

— Lot 2: Contact centre staff (including helpdesk personnel and helpdesk team leaders)

— Lot 3: Trade operatives across all trades (including plumbers, heating engineers, electricians, joiners and labourers)

— Lot 4: IT staff (including IT technical support staff, IT helpdesk staff, IT systems engineers and management and director level IT roles)

— Lot 5: Finance staff (including management accountants, purchase ledger staff, procurement staff and management and director level finance roles)

— Lot 6: Human Resources staff (including HR officers, HR admin staff, health and safety officers and management and director level HR roles)

— Lot 7: Asset Management staff (including asset managers, surveyors, development staff and management and director level asset management roles)

— Lot 8: Housing Services staff (including housing officers, welfare benefit support officers, scheme managers and management and director level housing services roles)

— Lot 9: Executive Directors, board members and technical roles

— Lot 10: Master vendor (delivering all roles covered in Lots 1-9)

— Lot 11: Neutral vendor (delivering all roles covered in Lots 1-9)

Bidders can bid on 1 or more lots.

Bidders who are submitting for lots 10 and/or 11 must be able to provide personnel covering all roles identified in lots 1 to 9. Bidders may use subcontracted agencies to meet this condition if required.

Successful bidders will be required to provide a range of agency labour & recruitment services to Consortium members including, but not limited to:

- Temporary staff placements,
- Staff on a temporary to fixed term basis,
- Staff on a temporary to permanent basis,
- Recruitment of permanent staff positions,
- Interim placements (higher level staff positions).

For lots 1-9, successful bidders will not necessarily be required to provide all of the above services as requirements will be assessed on an individual basis for specific positions by individual Consortium members. Successful bidders who are awarded a place on lots 10 and 11 will however be required to provide all of the above services.

The framework is to cover the full range of roles required by consortium members including, but not limited to those listed in lots 1-9. From time to time, Consortium members may also access the agency labour & recruitment services offered under the framework to fulfil additional roles not explicitly named in lots 1-9.

The framework is available for use by all contracting authorities (as defined by Regulation 3 of the UK statutory instrument Public Contracts Regulations 2006 #5), particularly Registered Providers of Social Housing within England and Wales (as defined by the Housing and Regeneration Act 2008), Registered Social Landlords within Scotland (as defined by the Housing (Scotland) Act 2010), local authorities and NHS Trusts across the UK. The framework is also available for use by all current and future members of the Cirrus Consortium.

The framework agreement is to be 4 years in duration from the commencement date. The anticipated commencement of the framework will be during April 2015.

This framework is to cover call-off contracts made within England, Scotland and Wales, but excludes Northern Ireland. For the avoidance of doubt, trading and invoicing relationships will be directly between the relevant framework suppliers and the relevant contracting authorities. The estimated value of work over the framework period will be in the region of GBP 40 000 000 excluding VAT. However, this is an estimate only and the potential maximum value could significantly exceed this value. This is for information only, and no guarantees are given, nor are implied as to the value of business that will be placed with successful bidders participating in the resulting framework agreement. There is no separate information available on the estimated levels of expenditure in each lot.

The proposed framework will consist of approximately 10-30 service providers per lot for lots 1 to 10, and 8-15 service providers for lot 11.

This contract notice has been issued as a voluntary transparency notice. This tender is being undertaken as a Part B service as defined by Schedule 3 of the Public Contracts Regulations 2006 #5.

II.1.6. CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated total value over 4 years of approximately GBP 40 000 000, however, this is an estimate only and the potential maximum value could significantly exceed this. No guarantees are given, nor are implied as to the value of business that will be placed with successful bidders participating in the resulting framework agreement.

Estimated value excluding VAT: 40 000 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Administration / Clerical / Personal Assistant / Office Support staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

Unknown.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Contact centre staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

Unknown.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Trade operatives across all trades

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: IT staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Finance staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Human Resources staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Asset Management staff

1) Short description

2) CPV code(s)

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 8

Lot title: Housing Services staff

- 1) Short description**
- 2) CPV code(s)**
79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 9

Lot title: Executive Directors, board members and technical roles

- 1) Short description**
- 2) CPV code(s)**
79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 10

Lot title: Master vendor (delivering all roles covered in Lots 1-9)

- 1) Short description**
- 2) CPV code(s)**
79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 11

Lot title: Neutral vendor (delivering all roles covered in Lots 1-9)

- 1) Short description**
- 2) CPV code(s)**

79620000 Supply services of personnel including temporary staff, 79610000 Placement services of personnel

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

As per tender documentation.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Lead service provider with nominated sub-contract partners.

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Any supplier may be disqualified who has been convicted of:

- (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977(a) or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983(b) where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA(c);
- (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889(d) or section 1 of the Prevention of Corruption Act 1906(e), where the offence relates to active corruption;
- (c) the offence of bribery, where the offence relates to active corruption;
- (ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010(f);
- (d) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities(g), within the meaning of—
 - (i) the offence of cheating the Revenue;
 - (ii) the offence of conspiracy to defraud;
 - (iii) fraud or theft within the meaning of the Theft Act 1968(h), the Theft Act (Northern Ireland) 1969(i), the Theft Act 1978(j) or the Theft (Northern Ireland) Order 1978(k);
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985(a), article 451 of the Companies (Northern Ireland) Order 1986(b) or section 993 of the Companies Act 2006(c);
 - (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979(d) or section 72 of the Value Added Tax Act 1994(e);
 - (vi) an offence in connection with taxation in the European Union within the meaning of section

71 of the Criminal Justice Act 1993(f);

(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968(g) or section 19 of the Theft Act (Northern Ireland) 1969(h);

(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006(i); or (ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;

(e) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 (j);

(ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988(k) or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996(l);

(eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994(m); or

(f) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.

III.2.2. Economic and financial ability

List and brief description of conditions: See tender documentation.

Minimum level(s) of standards possibly required: See tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

See tender documentation.

Minimum level(s) of standards possibly required:

See tender documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: yes

Additional information about electronic auction: An electronic auction will not be used as part of selection onto the framework agreement. However Consortium Members reserve the right to use e-auctions to conduct mini-competitions.

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

29.1.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 30.1.2015

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Cirrus Purchasing Ltd staff members only on behalf of the Cirrus Consortium.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2018.

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

The Cirrus Consortium is seeking bids from service providers to participate in an agency labour and recruitment services framework. This framework is to cover call-off contracts made within England, Scotland and Wales, but excludes Northern Ireland. The framework is available for use by all contracting authorities (as defined by Regulation 3 of the UK statutory instrument Public Contracts Regulations 2006/5), but particularly Registered Providers of Social Housing within England and Wales (as defined by the Housing and Regeneration Act 2008), Registered Social Landlords within Scotland (as defined by the Housing (Scotland) Act 2010), local authorities and NHS Trusts across the UK. The framework is also available for use by all current and future members of the Cirrus Consortium.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: This tender process will incorporate a minimum 10 calendar day standstill period at the point information on the award of the framework is communicated to tenderers. This period allows successful tenderers to seek further debriefing from The Cirrus Consortium before the framework is entered into. Tenderers can raise appeals directly with the Cirrus Consortium via the contact points detailed in section I. 1 of this contract notice. If an appeal regarding the award of the framework has not successfully been resolved between the tenderer and The Cirrus Consortium then the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

19.12.2014