

**United Kingdom-Salford: Assessment centre services for recruitment**

OJ S 222/2019 18/11/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: HM Revenue and Customs

Postal address: Commercial Directorate, 5th Floor West, Ralli Quays, 3 Stanley Street

Town: Salford

NUTS code: UK United Kingdom

Postal code: M60 9LA

Country: United Kingdom

Contact person: Lee Corrigan

E-mail: [e.procurement@hmrc.gsi.gov.uk](mailto:e.procurement@hmrc.gsi.gov.uk)

Telephone: +44 3000587871

**Internet address(es):**Main address: <https://www.gov.uk/government/organisations/hm-revenue-customs>Address of the buyer profile: <https://www.gov.uk/government/organisations/hm-revenue-customs>**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

<https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement>

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

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

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

Other activity: Direct and Indirect Taxes

**Section II: Object**

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

Tax Academy End Point Assessor

Reference number: SR227843976

**II.1.2.**

**Main CPV code**

79635000 Assessment centre services for recruitment

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The authority is acting on behalf of HMRC's Tax Academy, who as training provider has identified a requirement for the services of an end point assessment organisation (EPAO) who will support them in the assessment of:

- the Level 3 public sector compliance investigator/officer apprenticeship standard; and/or
- the Level 4 professional accounting/taxation technician apprenticeship.

These 2 requirements are divided into 2 separate lots.

**II.1.5. Estimated total value**

Value excluding VAT: 1 500 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2  
The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1: Level 3 Public Sector Compliance/Investigator Apprenticeship; and

Lot 2: Level 4 Professional Accounting/Taxation Technician Apprenticeship.

**II.2. Description****II.2.1. Title**

Tax Academy End Point Assessor — Level 3 Public Sector Compliance/Investigator Apprenticeship

Lot No: 1

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

79635000 Assessment centre services for recruitment

**II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: UNITED KINGDOM.

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

Lot 1: Level 3 public sector compliance/investigator apprenticeship.

The end point assessor will assess tax professional apprentices on the Level 3 Public sector compliance/investigator apprenticeship standard.

The EPAO will be responsible for arranging an appropriate venue to carry out the end point assessment, which will need to include at least one location in the North of England and one in the South of England.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 45

Quality criterion - Name: Security / Weighting: 5

Cost criterion - Name: Total cost / Weighting: 50

**II.2.6.**

**Estimated value**

Value excluding VAT: 543 600,00 GBP

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

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Potential for 12 months extension.

**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**

Tax Academy End Point Assessor — Level 4 Professional Accounting/Taxation Technician  
Apprenticeship Standard

Lot No: 2

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

79635000 Assessment centre services for recruitment

**II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: UNITED KINGDOM.

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

Lot 2: Level 4 professional accounting/taxation technician apprenticeship

The end point assessor will assess tax professional apprentices on the Level 4 professional accounting/taxation technician apprenticeship standard.

The EPAO will be responsible for arranging an appropriate venue to carry out the end point assessment, which will need to include at least one location in the North of England and one in the South of England.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 45

Quality criterion - Name: Security / Weighting: 5

Cost criterion - Name: Total cost / Weighting: 50

**II.2.6. Estimated value**

Value excluding VAT: 900 000,00 GBP

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

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:  
Potential for 12 months extension.

#### **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.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

It is mandatory that the end point assessor is registered on the ESFA 'Register of Apprentice Assessment Organisations.'

Link below:

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

The End Point Assessor must comply with, and consent in writing to audits in respect of, all current and future applicable aspects of relevant legislation, including but not limited to:

- (a) General Data Protection Regulations (GDPR);
- (b) Human Rights Act 1998;
- (c) Freedom of Information Act 2000;
- (d) The Welsh Language Act 1993 and Measures 2011;
- (e) Safeguarding Vulnerable Groups Act 2006;
- (f) Employment Rights Act 2002;
- (g) Equality Act 2010;
- (h) Public Sector Equality Duty (2011) compliance.

The end point assessor must:

— meet the criteria mentioned in the Education Skills Funding Agency's (ESFA) 'Conditions for organisations on the register of end-point assessment organisations' guidance. This document can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/697214/EPAO\\_Conditions\\_of\\_Acceptance\\_Version\\_2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697214/EPAO_Conditions_of_Acceptance_Version_2.2.pdf)

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

List and brief description of selection criteria:

HMRC operates an Enterprise Resource Planning (electronic trading/ordering) system and has a purchase order mandatory policy. successful tenderers will be required to provide information so that they can be adopted onto the system. Payment will be made by BACS within 30 days of receipt of a valid invoice.

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

List and brief description of selection criteria:

It is mandatory that the end point assessor is registered on the ESFA 'Register of Apprenticeship Assessment Organisations.'

Link below:

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

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

#### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

It is mandatory that the End Point Assessor is registered on the ESFA 'Register of Apprenticeship Assessment Organisations.'

Link below:

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

## **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**

#### **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.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2019/S 086-206402](#)

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 21/12/2019 Local time: 16:00

#### **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: 12 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 21/12/2019 Local time: 16:00

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=443983097>

Go reference: GO-20191114-PRO-15572607

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

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

Official name: HMRC

Postal address: 5W Ralli Quays

Town: Salford

Postal code: M60 9LA

Country: United Kingdom

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

14/11/2019