

**United Kingdom-Colchester: Supply services of personnel including temporary staff**

OJ S 236/2019 06/12/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Colchester Institute

Postal address: Sheepen Road

Town: Colchester

NUTS code: UKH3 Essex

Postal code: CO3 3LL

Country: United Kingdom

E-mail: [luke.wood@colchester.ac.uk](mailto:luke.wood@colchester.ac.uk)

Telephone: +44 7900920122

**Internet address(es):**Main address: <http://www.colchester.ac.uk/>Address of the buyer profile: <http://www.colchester.ac.uk/>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://suppliers.multiquote.com>Tenders or requests to participate must be submitted electronically via: <https://suppliers.multiquote.com>

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

Additional information can be obtained from another address:

Official name: Colchester Institute

Postal address: Sheepen Road

Town: Colchester

NUTS code: UKH3 Essex

Postal code: CO3 3LL

Country: United Kingdom

E-mail: [luke.wood@colchester.ac.uk](mailto:luke.wood@colchester.ac.uk)

Telephone: +44 7900920122

**Internet address(es):**Main address: <http://www.colchester.ac.uk/>Address of the buyer profile: <http://www.colchester.ac.uk/>**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**

Colchester Institute Framework Agreement for the Supply of Teaching and Lecturing Staff, Learning Support Staff, Business Support Staff and Healthcare Staff  
Reference number: CA6743 - Open OJEU

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

79620000 Supply services of personnel including temporary staff

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

Services

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

Colchester Institute is setting up a framework agreement for the supply of teaching and lecturing staff, learning support staff, business support staff and healthcare staff which will be split up into 4 distinct lots. This multi-supplier framework will be utilised to source both temporary and permanent staff.

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

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

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 4

Maximum number of lots that may be awarded to one tenderer: 4

## **II.2. Description**

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

Teaching and Lecturing Staff including Assessors and Trainers  
Lot No: 1

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

79620000 Supply services of personnel including temporary staff

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

NUTS code: UKH3 Essex

Main site or place of performance: Sheepen Road, Colchester, CO3 3LL.

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

All teaching and lecturing roles for all college faculties. Estimated value of 260 000 GBP is based on the full 4 year contract at 65 000 GBP per annum.

### **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**

Duration in months: 48

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

48 month(s) from the commencement date, with 24 initial month(s) and option to extend 2 x 12 month(s).

### **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**

Learning Support Staff

Lot No: 2

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

79620000 Supply services of personnel including temporary staff

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

NUTS code: UKH3 Essex

Main site or place of performance: Sheepen Road, Colchester, CO3 3LL.

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

Such as specialist student support staff for students with additional needs. Estimated value of 280 000 GBP is based on the full 4 year contract at 70 000 GBP per annum.

##### **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**

Duration in months: 48

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

48 month(s) from the commencement date, with 24 initial month(s) and option to extend 2 x 12 month(s).

### **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**

Business Support Staff  
Lot No: 3

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

79620000 Supply services of personnel including temporary staff

**II.2.3. Place of performance**

NUTS code: UKH3 Essex  
Main site or place of performance: Sheepen Road, Colchester, CO3 3LL.

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

All general office admin and support roles, also including HR, finance, customer services, marketing, IT roles. Estimated value of 70 000 GBP is based on the full 4 year contract at 17 500 GBP per annum.

**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**

Duration in months: 48  
This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes  
Description of options:  
48 month(s) from the commencement date, with 24 initial month(s) and option to extend 2 x 12 month(s).

**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**

Healthcare Staff  
Lot No: 4

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

79620000 Supply services of personnel including temporary staff

**II.2.3. Place of performance**

NUTS code: UKH3 Essex  
Main site or place of performance: Sheepen Road, Colchester, CO3 3LL.

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

Support workers to deliver support to students requiring personal care. Estimated value of 40 000 GBP is based on the full 4 year contract at 10 000 GBP per annum. This is an estimate as this is a new requirement.

**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**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

48 month(s) from the commencement date, with 24 initial month(s) and option to extend 2 x 12 month(s).

**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:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. Both the Stage 1 and Stage 2 documents must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

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

List and brief description of selection criteria:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. Both the Stage 1 and Stage 2 documents must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations and relevant experience. Any candidate found to be guilty of serious

misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required:

Current assets must equal or be greater than current liabilities.

Minimum insurance levels:

- 5 000 000GBP Employers Liability insurance,
- 5 000 000GBP Public Liability insurance,
- 2 000 000GBP Professional Indemnity insurance.

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

List and brief description of selection criteria:

In the first instance, candidates should register with [multiquote.com](http://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](http://multiquote.com) homepage. Both the Stage 1 and Stage 2 documents must be completed and returned (via [multiquote.com](http://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required:

Pass/Fail — 3 x suitable references are required to be provided.

Pass/Fail questions set out in Section 7 — tender specific requirements of the Stage 1 document.

## **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: 8

#### **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: 27/01/2020 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: 27/01/2020 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

Section II.3) – dates refer to the initial contract period and do not include the options of any extensions.

Section IV.3.5) – any dates shown are an estimate.

In the first instance, candidates should register with [www.multiquote.com](http://www.multiquote.com) and express an interest in the contract, full details of the contract will be available.

The contracting authority shall not be under any obligation to accept any tender. The contracting authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the tenderers.

The contracting authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: Tenet Education Services

Postal address: Procurement House, 23 Leslie Hough Way

Town: Salford

Postal code: M6 6AJ

Country: United Kingdom

E-mail: [kieren.stockwell-smith@tenetservices.com](mailto:kieren.stockwell-smith@tenetservices.com)

Telephone: +44 7765232684

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

Official name: Tenet Education Services

Postal address: Procurement House, 23 Leslie Hough Way

Town: Salford

Postal code: M6 6AJ

Country: United Kingdom

E-mail: [kieren.stockwell-smith@tenetservices.com](mailto:kieren.stockwell-smith@tenetservices.com)

Telephone: +44 7765232684

#### VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).

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

Official name: Tenet Education Services

Postal address: Procurement House, 23 Leslie Hough Way

Town: Salford

Postal code: M6 6AJ

Country: United Kingdom

E-mail: [kieren.stockwell-smith@tenetservices.com](mailto:kieren.stockwell-smith@tenetservices.com)

Telephone: +44 7765232684

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

03/12/2019