

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:119693-2018:TEXT:EN:HTML>

**United Kingdom-Knowsley: Supply services of personnel including temporary staff
2018/S 054-119693**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Knowsley Housing Trust
First Ark, Lakeview, Kings Business Park, Prescot
Knowsley
L34 1PJ
United Kingdom
E-mail: tenders@cirruspurchasing.co.uk
NUTS code: UKD

Internet address(es):

Main address: <https://www.firstark.com/>

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cirruspurchasing.co.uk/TDOcs/KHTALRF3z9r/4s1fv08tf>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.cirruspurchasing.co.uk/TDOcs/KHTALRF3z9r/4s1fv08tf>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Agency Labour and Recruitment Framework

II.1.2) Main CPV code

79620000

II.1.3) Type of contract

Services

II.1.4) Short description:

Knowsley Housing Trust (KHT) is seeking bids to establish a framework of service providers to provide agency labour & recruitment services. The geographical area covered by the framework will mainly be Knowsley,

however, placed staff may be required to work anywhere within the North West of England. The framework will cover the following lots:

- Lot 1: Administration / Clerical / Personal Assistant / Office Support staff,
- Lot 2: Contact centre staff,
- Lot 3: Trade operatives across all trades,
- Lot 4: IT staff,
- Lot 5: Finance staff,
- Lot 6: Human Resources staff,
- Lot 7: Asset Management staff,
- Lot 8: Housing Services staff,
- Lot 9: Development staff,
- Lot 10: Executive Directors,
- Lot 11: Board members.

The procurement exercise is being led by KHT for itself and on behalf of the other members of the First Ark Group and references in the tender documents to KHT/First Ark/the Group should be construed accordingly. Please see the tender documents for further information on the required services.

II.1.5) **Estimated total value**

Value excluding VAT: 4 800 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Administration / Clerical / Personal Assistant / Office Support staff
Lot No: 1

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

79620000
79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of administration, clerical, personal assistant and office support staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Contact centre staff

Lot No: 2

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

79620000

79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of contact centre staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Trade operatives across all trades

Lot No: 3

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

79620000
79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of trade operatives across all trades.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

IT staff
Lot No: 4

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

79620000
79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of IT staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Finance staff

Lot No: 5

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

79620000

79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of finance staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Human Resources staff
Lot No: 6

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

79620000
79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of human resources staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Asset Management staff
Lot No: 7

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

79620000
79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of asset management staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Housing Services staff

Lot No: 8

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

79620000

79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of housing services staff.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:

Development staff

Lot No: 9

II.2.2) Additional CPV code(s)

79620000

79610000

II.2.3) Place of performance

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

II.2.4) Description of the procurement:

Agency labour and recruitment services for the provision of development staff.

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

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) Information about electronic catalogues

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:

Executive Directors

Lot No: 10

II.2.2) Additional CPV code(s)

79620000

79610000

II.2.3) Place of performance

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of executive directors.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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:**

Board members

Lot No: 11

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

79620000

79610000

II.2.3) **Place of performance**

NUTS code: UKD

Main site or place of performance:

The geographical area covered by the framework will primarily be Knowsley, however, placed staff may be required to work anywhere within the North West of England.

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

Agency labour and recruitment services for the provision of board members.

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**

Value excluding VAT: 4 800 000.00 GBP

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: no

II.2.12) **Information about electronic catalogues**

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

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:

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 on the fight against organised crime(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);
- (c) The common law offence of bribery;
- (d) Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010(f), or section 113 of the Representation of the People Act 1983(g);
- (e) 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(h):—
 - (i) The common law offence of cheating the Revenue;
 - (ii) The common law offence of conspiracy to defraud;
 - (iii) Fraud or theft within the meaning of the Theft Act 1968(i), the Theft Act (Northern Ireland) 1969(j), the Theft Act 1978(k) or the Theft (Northern Ireland) Order 1978(l);
 - (iv) Fraudulent trading within the meaning of section 458 of the Companies Act 1985(m), article 451 of the Companies (Northern Ireland) Order 1986(n) or section 993 of the Companies Act 2006(o);
 - (v) Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979(p) or section 72 of the Value Added Tax Act 1994(q);
 - (vi) An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993(r);
 - (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(s) or section 19 of the Theft Act (Northern Ireland) 1969(t);
 - (viii) Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006(u); or
 - (ix) The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;
- (f) Any offence listed—
 - (i) In section 41 of the Counter Terrorism Act 2008(a); or
 - (ii) In Schedule 2 to that Act where the court has determined that there is a terrorist connection;
- (g) Any offence under sections 44 to 46 of the Serious Crime Act 2007(b) which relates to an offence covered by subparagraph (f);

- (h) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002(c);
- (i) 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(d) or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996(e);
- (j) An offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc. Act 2004(f);
- (k) An offence under section 59A of the Sexual Offences Act 2003(g);
- (l) An offence under section 71 of the Coroners and Justice Act 2009(h);
- (m) 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(i); or
- (n) Any other offence within the meaning of Article 57(1) of the Public Contracts Directive—
 - (i) As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or
 - (ii) Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

As per the tender documentation.

III.2.3) Information about staff responsible for the performance of 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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 77

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

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

Date: 17/04/2018

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.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date: 17/04/2018

Local time: 12:01

Information about authorised persons and opening procedure:

KHT staff members and their authorised agents only.

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

48 months dependent on the ongoing needs of Knowsley Housing Trust.

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

VI.3) **Additional information:**

Submissions are to be submitted through the Cirrus Purchasing eTender system only.

Successful bidders will be required to provide a range of agency labour and recruitment services to First Ark including:

- temporary / interim staff placements,
- staff on a temporary to fixed term basis,
- staff on a temporary to permanent basis,
- recruitment of permanent staff positions.

Successful bidders must be able to provide all of these services.

This procurement exercise is being led by Knowsley Housing Trust (KHT) for itself and on behalf of the other members of the First Ark Group and references in the tender documents to KHT/First Ark/the Group should be construed accordingly.

The framework will be available to the following, such that each of the following will be entitled to purchase services from the successful bidders at the discretion of KHT:

- knowlsey Housing Trust,
- first Ark Group and all subsidiary undertakings of First Ark both current and future,
- all parts of any current or future group structure of which KHT is, or may become, a part,
- any joint venture entities (whether companies, limited liability partnerships or otherwise) in which any member of the First Ark participates from time to time (whether as a shareholder, member or otherwise), and are permitted by First Ark to make particular purchases from the service provider from time to time.

For ease of reference, the term "client" is used in a number of places in the ITT to refer to KHT and the other members of the First Ark Group.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Royal Courts of Justice

The Strand

London

WC2A 2LL

United Kingdom

Telephone: +44 2079476000

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **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 is communicated to tenderers. Appeals can be directly raised via the contact points detailed in section VI.4.1) of this contract notice. The Public Contracts Regulations 2015 #102 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.4.4) **Service from which information about the review procedure may be obtained**

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

16/03/2018