

 the Manchester Growth Company

Temporary Staff Agency Framework

Document F Questions and Answers VA



1. Please can you clarify if we should complete the questions in Section 8 just once, or whether we should complete them three times in respect of each lot we are bidding for?

Answer: The first questions in Section 8 are generic across all lots and 8.7 is to be completed for each lot you wish to tender for.

2. Are you looking for each agency to be able to cover all lots?

Answer: We do not anticipate that one agency would not be able to cover all lots as many cover a number of specialist areas. Therefore your organisation will bid just for the individual lots in which it is able to provide services.

3. If we are able to fill some but not all roles under a certain lot, are we able to bid for that lot?

Answer: We understand that agencies may not be able to guarantee to be able to meet all the requirements of in each lot and the successful providers will be considered on the basis who it is felt can best meet the requirements of the lots.

4. We cannot agree to payment terms of 60 days, please advise?

Answer: Payment terms will be revised to 30 days.

5. Please clarify authorisation and invoicing for temporary staff timesheets?

Answer: Timesheets can be authorised by managers weekly and invoices will be processed monthly.

6. Do you have a breakdown of contract value by lot?

Answer: Unfortunately we are unable to provide a value per lot.

7. Please can you advise the number of role per lot?

Answer: Unfortunately we are unable to provide a number per lot.

8. Please can you provide a % split between temporary and permanent requirements?

Answer: Unfortunately we are unable to provide this.

9. How many suppliers are you looking to award per lot?

Answer: We are hoping to be able to appoint 3-4 agencies per lot.

10. Please provide clarification as to which entity will be billed?

Answer: The Manchester Growth Company is a number of Group Companies, the trading names for these are provided in Document A on page 5.

11. Are agencies able to suggest amendments to the contract?

Answer: We are not proposing to change the contract for individual agencies. This will be one consistent contract across the Preferred Suppliers List.

12. Please can you clarify if three references are expected per lot or three in total for the application?

Answer: We are looking for a total of three references per Tender application.

13. In relation to Document D 3.1 e) please confirm that MGC will provide comparator information for every temporary assignment to ensure the worker receives equal pay?

Answer: We can confirm that the Recruiting Manager within the MGC Group Company will provide you with the comparator role pay information after 12 weeks service. Holiday entitlements should be calculated using 25 days.

14. Is there process to submit invoices to or one centralised point of contact?

Answer: All invoices should be sent directly for the attention of the recruiting manager within the relevant MGC Group Company. This will then be processed through the relevant Finance department.

15. We require an amendment to limit our liability under the terms?

Answer: Please state on your tender which indemnity/clause you are disputing and we will consider before making an award.

16. There is a numbering error in Document D page 6, Clause 4.5 (a) does not exist. Please clarify?

Answer: This Should have read 5.3 (a).

NB: Please note a new Document D has been issued.

17. Is it possible to agree a timescale in relation to question 7.6 of Document B?

Answer: Unfortunately it would not be possible for us to agree a timescale for this.

18. Why Does Document C require a Temp to Perm fee when the documentation states that this will be free of charge for any Temp to Perm after 12 weeks?

Answer: The figure required is what an agency would expect to charge within the first 12 weeks.

19. Please advise in Document A (page 13) of the different between Section A Temporary staff and Section C Temporary to Permanent staff?

Answer: Section A is the calculation for the daily/hourly rate (in line with the new pricing matrix)
Section C is the calculation for the temp to perm fee during the first 12 weeks.

NB: Please note a new Document A has been issued with amended weightings to reflect the pricing matrix.

20. In Section 8 of the Tender Response please can you advise of the word count for each question?

Answer: There is no set word count for this Section.

21. Please could you clarify the meaning of Section 9 in the Form of Tender Document E?

Answer: This means that any other terms and conditions on any correspondence will not be considered (i.e. invoices that have terms and conditions printed on as standard will not apply).

22. What does the current recruitment model look like?

Answer: Currently permanent recruitment is done through the Recruiting manager. There is no current PSL in place for temporary or permanent use.

23. Who should completed Tender applications be returned to?

Answer: Please refer to Document A page 3 regarding the return of your completed Tender application.

NB: Please note a new documents have been issued - Document A, Document C and Document D and this Document F.