

Section 3

Specification and Tender Evaluation Questions

Specification

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Section 3

General Information

Provision

The Authority is committed to ensuring that a supply of suitably qualified trades are available to cover staff shortage requirements and to ensure all labour supplied by the supplier complies with all statutory legislation. The supplier shall hold or supply personnel who are suitably qualified and able to carry out duties in line with the contract requirements. All supply of labour and standards and performance indicators shall be as described within the specification of this contract.

The Authority seeks competitive bids from the market to ensure it receives a high quality, timely service from potential suppliers that will offer value for money and have the ability to manage and co-ordinate a contract on this scale.

The purpose of this tender is to provide Labour Only Trades on a casual basis to cover any shortfall in labour requirements for the establishments mentioned within this contract.

The award will be in the form of a tiered framework for the duration of four years

The Contract price shall be fixed for the first 12 months of the contract period and is not subject to adjustment for fluctuations in wage rates or any other costs. The Contract Price includes all labour charges and other costs and expenses incurred by the Supplier. There will be no charges or travelling expenses payable to and from the place of work. Increases will be considered for future periods on the anniversary of the contract award and will be subject to negotiation.

The text of this Contract shall not be altered or otherwise qualified, and any alterations or qualification made without the written consent of the Authority will be ignored and the text as printed will be adhered to.

The Authority does not bind itself to accept any tender or to pay expenses incurred by the Supplier in preparation of any estimate or the measurement of variations in the settlement of final accounts.

Tenders will be deemed to have been submitted in the full knowledge of all the requirements and conditions contained and referred to in the Schedules and Conditions of Contract.

Any additional request for overtime extra hours or days **shall not** be carried out, without the prior approval of the estates department.

On arrival at site the personnel will report to the Estates Office and on departure from site will deliver all service sheets/reports to the Estates Office and complete relevant timesheet documentation and will discuss any issues with the Site Manager or his representative.

Framework Details

Contract will be awarded in four geographical lots within a framework of suppliers who evidence compliance with the HMP Prison specification and who are evaluated on the basis of supplying the greatest value to the organisation in terms of price and tender award criteria evaluation.

The requirement has been divided in to four geographical areas to ensure complete regional coverage can be achieved to facilitate regional pricing if necessary, if accepted. The successful supplier will be awarded the whole of their geographical spread or a specific region (if coverage is not national). This contract may be offered to other prison service areas that may have a requirement in the future.

Award will be in the form of a tiered framework with no guarantee of minimum call offs and suppliers will be ranked as first and second tier.

The first tier will consist of a single award for the geographical area or areas. This Supplier will have five working days to provide the establishment with details of a suitably qualified nominated trades person, in line with their request. The second tier Suppliers will be contacted should the first tier fail to supply the relevant personnel within the prescribed timescale. Tier two Suppliers will be contacted in no particular order and the one who supplies details of a suitably qualified nominated trades person that meets the specification and security criteria for acceptance first will be asked to supply.

If the first line Supplier fails to meet the prescribed timescale for any one request they will have no further claim to that particular request.

The Authority will not accept any claim from suppliers for resources used in the search for workers, should they not be appointed or be accepted to supply labour.

It is the responsibility of the agency to ensure all statutory obligations in respect to the people they supply are met and shall include but not limited to:-

- Tax Affairs
- National Insurance Contributions/ Employer Stamps
- Sickness Benefit
- Holiday payment
- Travelling allowance
- Basic Personal Protection Equipment, i.e. suitable footwear.

Specific Requirements

All supplied trade persons must have a minimum of two years relevant proven experience in their qualified area of technical expertise and possess a minimum of NVQ level 2 or equivalent which is appropriate to their trade.

Specialist trade persons should possess additional vocational qualifications, such as Corgi registration for Gas fitters & IEE 16th Edition for Electricians. The Authority

reserves the right to request specific additional qualifications, should the task or requirement necessitate further specialist skills.

Prior to the submission of the trade person's details to the establishment, suppliers should have a comprehensive vetting process for candidate selection and ensure all candidates have:-

- the right qualifications,
- verified identity,
- eligibility to work in the UK
- auditable track record
- references from previous employers.

The Supplier is responsible for ensuring employees can evidence qualifications, identity and eligibility to work in the UK. Persons not able to evidence qualifications / experience, identity or eligibility to work will not be permitted to enter HMPS sites.

Personnel should carry a copy of their relevant qualification / experience and ID to site on the first day of employment. Failure for suppliers to provide qualified persons, as per HMPS specification will result in a warning being issued with continued occurrences may lead to termination of the contract.

All work is to be carried out in accordance with, the Health & Safety at Work Act, British Standards, all relevant Codes of Practice and any other applicable Regulations not specifically mentioned. Suppliers must ensure supplied personnel are competent within their field of work through robust vetting and the follow up of individual's references, specifically as part of the recruitment and selection process.

The HM Prison Service will complete Security background, Criminal Record checks before any agency worker starts work on site. This will be in the form of CRO and or CTC clearance. Any failed applicants who do not qualify for clearance will be not allowed access on to site. Suppliers are obliged to request information from potential employees whether they have a criminal record, certain minor offences or spent convictions may be acceptable dependant on date of conviction and nature of the offence, in addition photographic identification will be required to enter site on a daily basis. Local variances may apply, subject to imposed security conditions.

Any medical conditions, which may either affect their working performance on site or could potentially put themselves or the Authority's staff or detainees at risk from danger should be declared to the establishment, on submission of personal details.

Tools may be required to be provided by the trade person in some instances. Should tools be required this will be expressly communicated to the agency at the point of order. All tools taken on to site will be booked in and out of the prison, using a tool checklist.

HM Prison Service representatives, either within the establishment or at Regional Procurement level have the right to terminate any trades persons activity, employment on site should any breach of HMP Terms & Conditions or any malpractice, poor performance or breach of Health & Safety to have been committed.

Ideally suppliers should have a proven track record in supplying construction and building associated trades personnel and preferably have some experience of dealing with other public sector organisations.

It is expected that suppliers will create and maintain a small bank of personnel who can fill short term urgent vacancies, and also instances where replacement workers are required at short notice due to previously assigned workers not being available.

Suppliers should be able to offer a single point of contact nationally or per geographical lot to assist in all recruitment related enquiries for use of HM Prison Service to assist in effective contract management.

Performance Requirements (Key Performance Indicators)

- Must be able to provide details of suitable qualified trades persons within five working days of receipt of request.
- Supplier is responsible for checking statutory and requested relevant qualifications, experience and possess a traceable work history including references.
- Supply of quality trade persons able to competently carry out work to a high standard relevant to their qualification/ experience.
- Appointed labour attending site without proof of experience and qualification will not be permitted to work and number of times this occurs will be recorded.
- Supply suitably qualified trades persons able to carry out work to deadlines and comply with Health & Safety at work act, HMPS site rules, regulations and procedures.
- All submitted invoices should include details of the relevant purchase order number relating to the invoice with an accompanying individuals timesheet signed by a representative of HM Prison Service and the establishment’s details.
- Invoice costs should be broken down into date on site of individual trades, Name of person supplied, cost per hour and amount of hours employed to facilitate clear receipting at establishment level.
- Performance review meetings will be held regularly to discuss any issues

TENDER AWARD CRITERIA (not stated in order of preference)

| Title | Weighting |
|-----------------------------|-----------|
| Account Management | 10% |
| Quality and Commitment | 20% |
| Support and Administration | 15% |
| Track Record and Experience | 20% |
| Price | 30% |

Benefits & Efficiencies 5%

TENDER EVALUATION QUESTIONS

| | |
|---|----------------------|
| ACCOUNT MANAGEMENT | WEIGHTING 10% |
| <p>1. Please state what your approach to account management would be:-</p> <p>2. Would you offer a single point of contact for this contract – please give details</p> <p>Please answer the above questions and attach clearly marked as appendix 1 “Account Management”</p> | |
| QUALITY AND COMMITMENT | WEIGHTING 20% |
| <p>Please give details of your policies on the following:-</p> <ul style="list-style-type: none"> • Recruitment and selection • Local worker resourcing • Preparing candidates prior to placement • Verification of Qualifications <p>Please provide information on the above and attach clearly marked as appendix 2 “Quality and Commitment”</p> | |
| SUPPORT AND ADMINISTRATION | WEIGHTING 15% |
| <p>1. Please state how you manage and mitigate risk on behalf of HM Prison Service in terms of accrual of permanent employment rights</p> <p>2. Please list and provide copies of management information reports you are able to provide</p> <p>3. Please state what your timesheet arrangements are</p> <p>Please provide information on the above and attach clearly marked as appendix 3 “Support and Administration”</p> | |
| TRACK RECORD AND EXPERIENCE | WEIGHTING 20% |
| <p>1. Please provide details of 3 contracts including case studies and details of persons who can be contacted by HM Prison Service to obtain a reference</p> <p>Please provide information on the above and attach clearly marked as appendix 4 “Track Record and Experience”</p> | |

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|---|---|
| PRICING | WEIGHTING 30% The pricing you state in Section 4 also forms part of this weighting |
| <p>1. Please state your policy on temporary to permanent finders fees and associated costings</p> <p>Please provide information on the above and attach clearly marked as appendix 5 “Pricing”</p> | |
| BENEFITS AND EFFICIENCIES | WEIGHTING 5% |
| <p>1. Please state benefits and efficiencies you can offer during the contract period including cost reductions, benchmarking</p> <p>Please provide information on the above and attach clearly marked as appendix 6 “Benefits and Efficiencies”</p> | |