**DESCRIPTION OF PROCUREMENT**

 **HR CONSULTANCY SERVICES REVIEW AND IR35 REASSESSMENT**

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1. **PURPOSE**

The purpose of this request for quotation is to invite proposals from service providers to provide review of the council’s approach to determining outside IR35 engagements and reassessing current outside IR35 engagements. The timescales are to be determined however this will commence from October 2019 and run through to December 2019.

Timetable

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Date of issue of request for quotation | 5 September 2019 |
| Deadline for clarification questions | 24 September 2019 |
| Date of return of quotation | 5pm 30 September 2019 |
| Evaluation period | 30 September to 4 October 2019 |
| Commencement of contract | From 7 October 2019 |

Table 1 Timetable for request for quotation

1. **BACKGROUND TO THE CONTRACTING AUTHORITY**

## About The London Borough of Lambeth

Lambeth is one of a ring of thirteen local authorities which constitute Inner London. It measures seven miles north to south, and about two and a half miles east to west. The London Borough of Lambeth is the largest inner London Borough with a population of around 324,000. 34% of Lambeth's population are from ethnic minorities - the seventh highest figure for a London borough. Approximately 132 languages are spoken in the Borough and after English the main languages spoken are Yoruba and Portuguese.

The borough includes Brixton, Clapham, the South Bank, Streatham, Stockwell, Vauxhall, Waterloo, West Norwood and Tulse Hill. Lambeth is one of the largest geographic areas of an inner London borough. The length of the borough means that it has characteristics of both inner and outer London boroughs.

Waterloo, Westminster, Lambeth and Vauxhall bridges are all partly located within Lambeth's boundaries as are the London Eye and Lambeth Palace, the official London Residence of the Archbishop of Canterbury. Lambeth includes the South Bank complex as the most visible element of a thriving, expanding arts and leisure industry within the borough. Examples include internationally known theatres such as the Old Vic, the Young Vic, the National Theatre, Royal Festival Hall and the National Film Theatre.

**The Council’s Objectives**

The council’s key objectives, as set out in the [Borough Plan](https://www.lambeth.gov.uk/elections-and-council/about-lambeth/future-lambeth-our-borough-plan) are:

* Inclusive growth: We want all of Lambeth to benefit from the investment and regeneration of the Borough
* Reducing inequality: We want to take action to address inequalities across the borough including issues to do with health, job opportunities and quality of life
* Building strong and sustainable neighbourhoods: We want to maintain safe, clean and cohesive communities across the borough
1. **BACKGROUND TO REQUIREMENT**

Lambeth Council is seeking to appoint a service provider to provide a comprehensive review of the way the council determines Outside IR35 engagements for temporary consultants.

This includes

1. Review of the Council documents and guidance for managers
2. Current system for managing these placements and documenting engagements
3. Reassessing all outside IR35 engagements in line with HMRC guidance.

***Current number of outside IR35 engagements (September 2019): 10***

This piece of work is part of the Council’s commitment to continuous improvement and in line with expected reassessments of outside IR35 engagements.

1. **SCOPE OF SERVICES**

The successful service provider will provide consultancy advice and report on the following:

* Advice on the councils current templates and guidance to confirm that both meet expected standards.
* Formal reassessment of all current outside IR35 engagements in line with HMRC guidance and the HMRC Check Employment for Tax tool
* Advice on the council’s system and approach for managing and payment of placements with recommendations to inform future procurement activity the council may wish to pursue.

 **Out of scope:**

 There are a number of activities outside the scope of services which will be undertaken by the Council or other providers, therefore these will not be included as part of this comission.

* Management of temporary workers
* Advice and guidance on engagements the council has determined to be inside IR35.
1. **DETAILS OF SCOPE OF SERVICES**

Table 2 below sets out the deliverables by which the success of the service will be evaluated. The provider is responsible for the successful project management of the deliverables.

| **Item** | **Deliverables and activities** | **Mode** |
| --- | --- | --- |
| 1 | Advice on the council’s current templates, guidance and procedures to determine outside IR35 engagements | Report |
| 2 | Reassessment of current Outside IR35 engagements  | Interviews with consultants and engaging managers with an outcome report in line with HMRC requirements. |
| 3 | Advice and recommendations for improvements to the council’s approach | Report |

Table 2 - Proposed deliverables and activities

1. **KEY MILESTONES**

Dates will be subject to change but indicative dates are as follows:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Commencement of contract | 7 October 2019 |
| Start of reassessments | 14 October 2019 |
| Completion of review | 31 December 2019 |

Table 3 Key Milestones

1. **AUTHORITY’S RESPONSIBILITIES**
* The supply of necessary technical documentation and information to support the delivery of the consultancy
* Make consultants and engaging managers available to inform the reassessment.
* Provision of any relevant documents including guidance, templates, policies and procedures.
* Clarification questions can be sent by email up to Wednesday 25 September 2019 to pewing@lambeth.gov.uk or rhuish@lambeth.gov.uk
* Single point of contact will be Paul Ewing, Head of Contracts and Programmes pewing@lambeth.gov.uk

**APPENDIX A – GENERAL REQUIREMENTS**

# CONTINUOUS IMPROVEMENT -

The Service Provider will be expected to use their advice and expertise to recommend improvements to the delivery of the project.

1. **STAFF AND CUSTOMER SERVICE**

The Authority requires the service provider to provide a sufficient level of resource throughout the duration of the contract to deliver a quality service to all Parties.

Potential Provider’s staff assigned to the contract shall have the relevant qualifications and experience to deliver the Contract.

The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

1. **SERVICE LEVELS AND PERFORMANCE**

The Authority will measure the quality of the Supplier’s delivery by regular reporting and feedback from stakeholders.

Should it be necessary Lambeth or the supplier can cancel services and deliverables not yet provided.

1. **SECURITY REQUIREMENTS**

None specific to this contract. Government security standards apply.

1. **REPORTING**

A report is required at the end of the project and weekly updates by email.

1. **PAYMENT**

 Payment to be made following a purchase order.

 Before payment can be considered, each invoice must include a purchase order number, detailed elemental breakdown of work completed and the associated costs.

1. **ADDITIONAL INFORMATION**

 Please refer to the supporting documentation provided by the council including

* [Lambeth Council Constitution 2016-17](http://moderngov.lambeth.gov.uk/ieListMeetings.aspx?CId=738&info=1&MD=Constitution)
* Contract Terms and Conditions provided as a separate attachment Appendix A – Contract Terms and Conditions
* [Lambeth Draft Workforce Strategy](https://moderngov.lambeth.gov.uk/documents/s96786/Draft%20workforce%20strategy%20120618%20MB.pdf)
* [Lambeth Workforce Information 2017/18](https://moderngov.lambeth.gov.uk/documents/s98293/Workforce%20OD%20Report%202017-18.pdf)
* [Lambeth Workforce Pages](https://www.lambeth.gov.uk/elections-and-council/transparency-and-open-data/lambeth-workforce-information)
1. **LOCATION**

Lambeth Council is based at Lambeth Town Hall 1 Brixton Hill SW2 1RW. The services will be delivered at locations deemed appropriate by the council and provider.

**APPENDIX B CONTRACT TERMS AND CONDITIONS**

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**APPENDIX C QUALITY AND METHOD STATEMENT**

Evaluation will be based on a 60% quality response ot the method statement and 40% price.

The service provider should be able to demonstrate in a written **submission no longer than two A4 pages** in a format you deem acceptable(\*) on the following:

1. Proposed methodology for undertaking a review to deliver the items in section four): outlined above. (30%)

1. Please set out track record of similar types of work outlining
* Name of the company
* Scope of services
* Contract value, duration and period. (30%)

This will form 60% of the evaluation and each question will be of equal weighting.

(\*)Please note the Council has supplied a response sheet in the request for quotation document, however providers may use their own preferred format for documents. Appendices and case studies can be additional to the submission and not count as part of the four page submission.

The responses will be marked in accordance with the marking scheme below:

|  |  |  |
| --- | --- | --- |
| Score | Rating | Description |
| 0 | No Response | No proposal has been receivedNote: The response is deemed unacceptable. |
| 1 | Unacceptable | A proposal at this rating:* Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures;
* Builds very little or no confidence that the Tenderer’s approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.

Note: The response is deemed unacceptable. |
| 2 | Poor | A proposal at this rating:* Raises reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures;
* Raises reservations that the Tenderer’s approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.

Note: a response at this rating includes reservations which cannot be easily resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost. The response is unacceptable. |
| 3 | Acceptable | A proposal at this rating:* Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;
* Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies.

Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost. |
| 4 | Good | A proposal at this rating:* Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;
* Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies.

Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost. |
| 5 | Excellent | A proposal at this rating:* Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;
* Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies.

Note: an excellent response should not include any reservations. |

**APPENDIX D PRICING DOCUMENT AND SUBMISSION**

Please provide a unit price for

1. Report covering deliverables 1 and 3 **and**
2. Cost per reassessment

Please note the above pricing assumptions is for evaluation purposes only.

We have given indicative volumes for reassessment based on the current number of outside IR35 engagements.

This will form 40% of the evaluation and will be evaluated using the following formula:

Price Score = (100% - ((Tender Price – Lowest Price)/Lowest Price)) x Price Weighting

**TENDER SUBMISSION**

The contact during the request for quote period is Paul Ewing, Organisational Development and Change Manager pewing@lambeth.gov.uk

Tenders should be submitted by email to the email address pewing@lambeth.gov.uk by the submission deadline of **5pm 25 SEPTEMBER 2019**.