

28th April 2022

BY EMAIL

Our Ref: FOI 1700

Dear [REDACTED],

Your request for information was received on 28th March 2022 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to the Agency Framework.

I can advise that the process by which Recruitment Agencies gained access to the Framework is evidenced through:

- Stage 1: Appendix 1 (Contract Notice advertised in the Official Journal of the European Communities under the Open Procedure)
- Stage 2: Appendix 2 (Business Services Organisation's Tender Evaluation Methodology and Marking Scheme)

Section 40 Personal Information

Redactions have been carried out to Appendix 1 on the grounds of Sections 40 (2) and (3) (a)(i) (*personal information*) of the Freedom of Information Act 2000. This exemption is absolute and no public interest test is required. The identification of named individuals, in this case email addresses constitutes personal data as defined in the Data Protection Act 2018 (DPA) and disclosing it would breach the fair processing principle set out in the DPA.

Your attention is drawn to Business Services Organisation's letter to yourself, dated 30th June 2021, regarding obligations placed on recruitment agencies to pay the correct hourly rate and enhancements in accordance with Section 2 of the Agenda for Change Handbook.

Within the Framework the Agenda for Change/HSC rate is fixed however agencies may charge a fee to HSC Organisations for their service which can differ from agency to agency.



I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



Karen Bailey
Acting Chief Executive

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:352466-2017:TEXT:EN:HTML>

**United Kingdom-Belfast: Business services: law, marketing, consulting, recruitment, printing and security
2017/S 172-352466**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

- I.1) **Name and addresses**
Procurement and Logistics Service
77 Boucher Crescent
Belfast
BT12 6HU
United Kingdom
E-mail: [REDACTED]@hscni.net
NUTS code: UK
Internet address(es):
Main address: <https://etendersni.gov.uk/epps>
Address of the buyer profile: <https://etendersni.gov.uk/epps>
- I.1) **Name and addresses**
Belfast Health and Social Care Trust
A Floor, Belfast City Hospital, Lisburn Road
Belfast
BT9 7AB
United Kingdom
E-mail: [REDACTED]@hscni.net
NUTS code: UK
Internet address(es):
Main address: <https://etendersni.gov.uk/epps>
Address of the buyer profile: <https://etendersni.gov.uk/epps>
- I.1) **Name and addresses**
Northern Health and Social Care Trust
Bretten Hall, Bush Road
Antrim
BT41 2RL
United Kingdom
E-mail: [REDACTED]@hscni.net
NUTS code: UK
Internet address(es):
Main address: <https://etendersni.gov.uk/epps>
Address of the buyer profile: <https://etendersni.gov.uk/epps>
- I.1) **Name and addresses**

South Eastern Health and Social Care Trust
Ulster Hospital, Upper Newtownards Rd
Belfast
BT16 1RH
United Kingdom

E-mail: [REDACTED]@hscni.net

NUTS code: UK

Internet address(es):

Main address: <https://etendersni.gov.uk/epps>

Address of the buyer profile: <https://etendersni.gov.uk/epps>

I.1) **Name and addresses**

Southern Health and Social Care Trust
Craigavon Area Hospital, 68 Lurgan Road
Portadown
BT63 5QQ
United Kingdom

E-mail: [REDACTED]@hscni.net

NUTS code: UK

Internet address(es):

Main address: <https://etendersni.gov.uk/epps>

Address of the buyer profile: <https://etendersni.gov.uk/epps>

I.1) **Name and addresses**

Western Health and Social Care Trust
Altnagelvin Area Hospital, Glenshane Road
Londonderry
BT47 6SB
United Kingdom

E-mail: [REDACTED]@hscni.net

NUTS code: UK

Internet address(es):

Main address: <https://etendersni.gov.uk/epps>

Address of the buyer profile: <https://etendersni.gov.uk/epps>

I.2) **Joint procurement**

The contract involves joint procurement

The contract is awarded by a central purchasing body

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendersni.gov.uk/epps>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendersni.gov.uk/epps>

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**

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Agency Workers — Nurses and Healthcare Support Workers [486666].

Reference number: 486666

II.1.2) Main CPV code

79000000

II.1.3) Type of contract

Services

II.1.4) Short description:

Agency Workers — Nurses and Healthcare Support Workers [486666].

II.1.5) Estimated total value

Value excluding VAT: 100 000 000.00 GBP

II.1.6) Information about lots

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 2

II.2) Description

II.2.1) Title:

Nurses, Midwives and Health Visitors

Lot No: 1

II.2.2) Additional CPV code(s)

79600000

79620000

79624000

II.2.3) Place of performance

NUTS code: UKN

NUTS code: UKN0

II.2.4) Description of the procurement:

Agency Workers — Nurses and Healthcare Support Workers [486666].

II.2.5) Award criteria

Criteria below

Price

II.2.6) Estimated value

Value excluding VAT: 50 000 000.00 GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The Framework may be extended for additional period(s) not exceeding 36 months in total.

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**

In Section II.2.6 the Estimated Value of the Framework is detailed as 50 000 000 GBP. This is the highest value in a range between 25 000 000 — 50 000 000 GBP and accounts for the potential full four year maximum duration of the Framework, accounting for potential increases in demand for the services. It is not deemed to be a condition of contract or a guarantee of minimum demand.

II.2) **Description**

II.2.1) **Title:**

Healthcare Support Workers
Lot No: 2

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

79600000
79620000
79624000

II.2.3) **Place of performance**

NUTS code: UKN
NUTS code: UKN0

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

Agency Workers — Nurses and Healthcare Support Workers [486666].

II.2.5) **Award criteria**

Criteria below
Price

II.2.6) **Estimated value**

Value excluding VAT: 50 000 000.00 GBP

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12
This contract is subject to renewal: yes
Description of renewals:
The Framework may be extended for additional period(s) not exceeding 36 months in total.

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**

In Section II.2.6 the Estimated Value of the Framework is detailed as 50 000 000 GBP. This is the highest value in a range between 25 000 000 — 50 000 000 GBP and accounts for the potential full four year maximum duration of the Framework, accounting for potential increases in demand for the services. It is not deemed to be a condition of contract or a guarantee of minimum demand.

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**

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

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

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:**

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: 30

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: yes

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: 05/10/2017

Local time: 15:00

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**

Tender must be valid until: 02/01/2018

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

Date: 05/10/2017

Local time: 15:30

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

N/A.

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

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) **Additional information:**

In section 1.2, it is stated that this procurement is a joint procedure and contract award is by a Central Purchasing Body. This contract is not a joint contract, it is a Central Purchasing Body Contract operated by BSO PaLS on behalf of the participants listed in section 1.1.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Procurement and Logistics Services

Belfast

United Kingdom

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

VI.4.3) **Review procedure**

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

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

05/09/2017



Tender Evaluation Methodology and Marking Scheme (TEMMS)

TENDER NO:	486666
FRAMEWORK TITLE:	Agency Workers – Nursing and Health Care Support
FRAMEWORK PERIOD:	1 Year from the date notified in the Award Letter (with options to extend for a further 36 months.

Introduction

This document outlines the evaluation methodology and the marking scheme in terms of scoring and weightings that will be applied to this tender.

This procurement exercise aims to establish a multi-lot Framework Agreement with a number of suppliers awarded to each Lot. The 5 Health and Social Care Trusts in Northern Ireland require the supply of Nursing and Health Care Support Workers as defined in the SS20a Framework Scope and Specification Document and intend to appoint a number of suppliers to provide the Services for a period of 1 year with an option to extend for a maximum of an additional 36 months.

The Tender is divided into 2 Lots:

Lot 1: Registered Nurses, Midwives and Health Visitors

Lot 2: Healthcare Support Workers

Tenderers may bid for one or both Lots. The tender will be evaluated and scored on a Lot by Lot basis.

This Procurement exercise aims to establish a Framework of two lots where the suppliers awarded to each Lot will be given a ranked position. The call-off procedures are detailed within the SS20a Framework Scope and Specification Document.

The Contract Adjudication Group (CAG) will evaluate the tender submissions. The tender contains three Envelopes as listed below, and these are referred to in the relevant steps of the Evaluation Process:

- Eligibility Envelope
- Technical Envelope
- Financial Envelope

Clarifications (during the tender advert period)

Should clarification be required on any aspect of the information published, clarification questions must be submitted in writing via the eTendersNI portal before the closing date for receipt of clarifications. Questions and responses will, in most cases, be made available to all Tenderers.

The closing date for receipt of clarifications is **15:00 on 28 September 2017**.

Tender Closing date and time

Tenderers must make themselves aware of the closing date and time for receipt of tender submission. Only online tender submissions will be considered. Submissions **MUST** be made before the closing date and time stated within the CfT. Submissions which are not submitted by the closing date and time will not be considered.

Evaluation Process and Marking Scheme

Each tender will be checked and evaluated as detailed in the following steps of the Evaluation Process.

Compliance Checks

There are a number of Compliance checks which will be carried out during the various steps of the Evaluation Process. These are as follows:

- All tender submissions will be checked to ensure that each tender is compliant in that it has been submitted in accordance with the instructions in this document and within the various envelopes.
- All tender submissions will be checked to ensure that Tenderers have provided the required attachments.

Tenderers who have met all of the compliance checks within a particular step will have their tender progressed within the Evaluation Process.

If a Tenderer fails a Compliance Check within an Envelope, then in accordance with the notes or instructions within the Envelope, they may have their tender deemed non-compliant and may have their tender rejected at that step.

Step 1 - Exclusion Grounds (Eligibility Envelope – Section 9)

The Eligibility Envelope contains a number of questions relating to Exclusion Grounds. These questions will be evaluated as detailed in **Table 1 – Exclusion Grounds** below.

Only Tenderers who have achieved a full pass rate in all of the Exclusion Grounds Questions will progress to the Selection Criteria Evaluation.

Reference	Exclusion Grounds	Evaluation Methodology
Q.9.1 Mandatory Exclusions	Compliance with Regulation 57 (1) and 57 (2)	Pass or Fail. A “No” Statement will result in a pass. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q9.2 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.
Q.9.3 Mandatory and Discretionary Exclusions for Non-Payment of Taxes etc.	Compliance with Regulation 57 (3)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q9.4 to demonstrate the fulfilment of obligations in accordance with Regulation 57 (5)
Q.9.5 Mandatory and Discretionary Exclusions for Non-Payment of Taxes etc.	Compliance with Regulation 57 (4)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q9.6 to demonstrate the fulfilment of obligations in accordance with Regulation 57 (5)
Q.9.7 Discretionary Exclusions	Compliance with Regulation 57 (8)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement in Q1 will result in a “Fail” unless evidence is provided at Q9.8 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.

Table 1 – Exclusion Grounds

Step 2 Selection Criteria (Eligibility Envelope – Sections 10 and 11)

The Eligibility Envelope also contains a number of questions relating to Selection Criteria and Tenderers must answer all Selection Criteria Questions. These questions will be scored Pass/Fail as set out in **Table 2 – Selection Criteria** below.

Only Tenderers who have achieved a full pass rate in all of the Selection Criteria Questions will progress to the Award Criteria Evaluation stage. Failure to pass a question or any part of a question will result in the Tender being rejected.



The Contract Adjudication Group (CAG) will score each Selection Criteria question in the order that they appear. If a Tenderer fails a question then their tender will fail and any remaining Selection Criteria questions will not be scored.

Reference	Selection Criteria	Evaluation Methodology
Q.10 Economic and Financial Standing	Q.10.1 & 10.2 – Banker’s details	Pass or Fail. A fully completed section will result in a pass, otherwise fail.
Q.11 Technical and Professional Ability	Q.11.1 & 11.2 – Principal Goods and Services	Pass or Fail. To achieve a pass, the tenderer must answer the question fully by supplying the information requested, to provide evidence of principal goods and services relevant to the subject matter of the tender, otherwise fail.

Table 2 – Selection Criteria

Step 3 Award Criteria – Non-Price (Eligibility Envelope – Section 12)

The Award Criteria will be evaluated as per the weighting indicated in Table 3 Award Criteria Weighting below.

Award Criteria	Scoring Method/Weighting
Quality – ability to meet the requirements	0% (Questions scored as Pass/Fail)
Cost	100%
Total	100%

Table 3 Award Criteria Weighting

The Eligibility Envelope contains a number of questions relating to Award Criteria. The questions will be evaluated as detailed in **Table 4 – Award Criteria Marking Scheme – Non-Price** below.

All Award Criteria Questions Non-Price will be scored Pass/Fail. Failure to pass any Question will result in the tender being de-selected. Tenderers must ensure they attach the required responses within the online envelope. Any Tender which fails to provide a response to any Award Criteria Question will incur a Fail and the tender will be deselected from the process.



Reference	Award Criteria	Evaluation Methodology
Award Criteria (Eligibility Envelope)		
Only Tenderers who have achieved a full pass rate in all questions/criteria will progress further in the process.		
Q12.1	Can you confirm that you will ensure that your staff, who are involved in managing the service, are appropriately trained and knowledgeable in respect of the various Legislative and Regulatory requirements outlined in Sections 9 and 10 of the document SS20a Framework Scope and Service Specification?	Q12.1 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.2	Please attach a response which demonstrates how the above requirement will be met.	Q12.2 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.3	Can you confirm that you will verify the identity of Agency Workers registering with you?	Q12.3 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.4	Please attach a response which demonstrates how the above requirement will be met.	Q12.4 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.5	Can you confirm that you will verify the communication and language skills, and immigration status of the Agency Workers?	Q12.5 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.6	Please attach a response which demonstrates how the above requirement will be met.	Q12.6 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant



Reference	Award Criteria	Evaluation Methodology
		evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.7	Can you confirm that you will verify the training, qualification and Professional Registration (applicable to Lot 1 Nursing only) of Agency Workers registering with you?	Q12.7 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.8	Please attach a response which demonstrates how the above requirement will be met.	Q12.8 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.9	Can you confirm that you will check and verify the Agency Worker's employment history and ensure that references are relevant and kept up to date?	Q12.9 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.10	Please attach a response which demonstrates how the above requirement will be met.	Q12.10 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.11	Can you confirm that you will comply with the Occupational Health requirements including pre-employment health checks and that you will verify the health screening process; verifying that Agency Workers have undergone comprehensive health screening and ensuring each worker has up-to-date levels of immunisation and screening using validated test results?	Q12.11 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.12		



Reference	Award Criteria	Evaluation Methodology
	Please attach a response which demonstrates how the above requirement will be met.	Q12.12 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.13	Can you confirm that you will ensure the Agency Workers have undergone the enhanced vetting checks and ensure these checks are kept up to date?	Q12.13 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.14	Please attach a response which demonstrates how the above requirement will be met.	Q12.14 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.15	Can you confirm that you will ensure mandatory training is kept up to date?	Q12.15 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.16	Please attach a response which demonstrates how the above requirement will be met.	Q12.16 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.17	Can you confirm that you will monitor and record the performance of Agency Workers during placement; carrying out investigations into any incidents or issues raised by the Client and providing feedback to the Client as to what action was taken and providing the final outcome?	Q12.17 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.18		Q12.18 requires the Tenderer to provide evidence that the



Reference	Award Criteria	Evaluation Methodology
	Please attach a response which demonstrates how the above requirement will be met.	requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail.
Q12.19	Can you confirm that you will meet the requirements of the Revalidation process in full (applicable to Lot 1 Nursing only)?	Q12.19 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected. <i>(Please note if you are bidding for Lot 2 Healthcare Support Workers only, please select 'N/A' to this question).</i>
Q12.20	Please attach a response which demonstrates how the above requirement will be met.	Q12.20 requires the Tenderer to provide evidence that the requirement will be met. A response that provides adequate, relevant evidence of their process and that clearly demonstrates the requirement will be met will achieve a Pass; otherwise fail. <i>(Please note if you are bidding for Lot 1 enter the word 'Attached' in the text area and upload your attachment containing your response. If you are bidding for Lot 2 Healthcare Support Workers only, please respond 'N/A' to this question).</i>
Q12.21	Can you confirm that you will adhere to current equality legislation and that you will promote equality of opportunity within your agency?	Q12.21 requires confirmation from the Tenderer that the requirement will be met. A positive response i.e. 'YES', will achieve a pass. A 'NO' response will incur a fail and the bid will be de-selected.
Q12.22	Please attach a response which demonstrates how the above requirement will be met. Your response should include but not be limited to the following: How you ensure your staff are equipped with the skills to effectively engage with the diverse range of Agency Workers and meet their diverse	Q12.22 requires the Tenderer to demonstrate that the requirement will be met. To achieve a Pass the tenderer must provide an assurance that the requirements will be met throughout the Framework Duration by providing evidence of their current processes or details of processes



Reference	Award Criteria	Evaluation Methodology
	needs; The extent to which you engage with the Agency Worker to assess their experience of their employment with you; How you ensure reasonable adjustment is made for any Agency Worker who requires it; How you outreach across the community to ensure a diverse range of Agency Workers.	which they will develop to meet the requirements of the Contract. The response should demonstrate a proactive commitment to ensuring equality of opportunity in keeping with the aims of the various equality legislation referenced throughout the SS20a Framework Specification; otherwise fail.

Table 4 – Award Criteria – Non-price

Step 4 Award Criteria – Price (Financial Envelope)

The evaluation of pricing in both of the Lots in this tender will be based on the submissions received in the Financial Envelopes. There is a separate SS19a Pricing Schedule for each Lot. Tenderers must submit a completed SS19a for each Lot they wish to bid for.

All Tenderers must follow the instructions detailed in the Financial Envelope and on the SS19a Pricing Schedules for each Lot. It is the Tenderer’s responsibility to ensure the accuracy of the figures inserted. Prices must be fixed for the first 12 months of the contract.

All prices quoted must be in pounds sterling and exclude VAT.

The score allocated to the bids in each Lot will be awarded using a price weighted formula.

The price weighted score (PWS) will be calculated as follows:

$$PWS (\%) = \frac{\text{Agency Fee/Margin of the lowest compliant tender submitted}}{\text{Agency Fee/Margin of the tender being assessed}} \times 100\%$$

This will allow each Tenderer to achieve a percentage score, calculated to two decimal points. The model above will award 100% to the lowest priced compliant tender and pro-rata decreasing scores for all other tender submissions.

Step 5 – Conclusion of the Framework

Tenderers which have successfully progressed through Steps 1-4 detailed above will have their score(s) ranked and will be awarded a place on the Framework for the relevant Lot(s).

The tender with the highest percentage score in each Lot will be the Number 1 ranked supplier for that Lot. The next highest score will be ranked Number 2 for that Lot and so on until all tenders have been awarded a ranking position for that Lot. This process will be repeated for both Lots.

In instances where Tenders achieve the same overall score and there is a tie break situation, the tied tenders will be awarded a joint ranking on the Framework for the relevant Lot.

FURTHER NOTES

The responses to any question within this tender must be standalone in that there must be NO cross-referencing between responses. All cross-referencing will be disregarded and will NOT be included in the evaluation of this tender.

Responses to the Exclusion Ground Questions, Selection Criteria Questions and the Award Criteria Questions must be CONCISE and RELEVANT.

Responses must not include reference to URLs, appendices, cross-referencing, embedded files, or any other form of attachment or supplement, unless specifically requested, since these will be disregarded and will NOT be evaluated or scored as part of your response.

Please ensure all relevant information is provided in your submission. Please answer all questions fully ensuring that you provide sufficient evidence and relevant examples to substantiate your answers, where appropriate.

Please refer to all documents associated with this tender to assist with your tender submission.

Simple statements, unless otherwise specifically instructed, indicating that the bid will fully comply with the requirements are insufficient to determine the degree of compliance with a particular requirement and will be marked accordingly.

Some Award Criteria questions are statements of compliance and require a response of Yes/No and some Award Criteria questions are text based and require a full written response.

Cell Capping



The response to any Selection Criteria questions which require a full written response must be made in the relevant online text box(s). Each text box has an automatic cell capping of 10000 characters. All responses to each question must strictly adhere to this cell capping unless otherwise stated. The Contract Adjudication Group (CAG) will only read and mark the response in the relevant text box(s).

Attachment Questions

While a question may allow the bidder to upload an attachment, please note that the information contained in your attachment will not be reviewed as part of your submission unless an attachment containing further information has been specifically requested.

Tender Validity Period

Tenders MUST remain open and valid for acceptance for 120 days (“the Tender Validity Period”) to enable time for the award of Contract to be made. The Procurement and Logistics Service may, before the expiry of the Tender Validity Period, request that Tenderers extend the Tender Validity Period for a specified additional period(s) as may be reasonably requested by the Procurement and Logistics Service. Where a Tenderer does not agree to extend the Tender Validity Period (or any previous extension of the Tender Validity Period) that Tenderer’s tender shall be excluded.