

## HERTSMERE BOROUGH COUNCIL

Meeting name & Date	<b>EXECUTIVE - 26 June 2019</b>
Agenda item	<b>6.2</b>
Report title	<b>Award of Framework Contracts for Agency Workers</b>
Report reference no.	<b>EX/19/25</b>
Wards affected	All Wards
Report author, job title & email	Andrew Harper, Procurement Manager Andrew.harper@hertsmere.gov.uk
List of Appendices	None
Reason for urgency	Not applicable
Is it a Key Decision?	Yes.
Call-in expires on	8 July 2019
Exempt from Call-in	Not applicable
Portfolio Holder	Cllr Choudhury

**PUBLIC REPORT - this report is available to the public**

### **1 RECOMMENDATION**

- 1.1 That the Executive approves the award of framework contracts as detailed in section 5.7 of this report for the period 1<sup>st</sup> August 2019 until 31<sup>st</sup> July 2022 with a possible one year extension.

### **2 PURPOSE OF THIS REPORT**

- 2.1 To explain the procurement process involved to set up a series of frameworks for the provision of agency staff

### **3 REASONS FOR RECOMMENDATION**

- 3.1 The companies recommended for award of framework contracts have provided the most economic advantageous bids.

### **4 ALTERNATIVE OPTIONS**

- 4.1 To enable the Council to function, it requires agency staff to fill short term vacancies and to sometimes undertake one off assignments. It would not be possible to operate without this labour provision. An example would be waste services, where staff are required at very short notice, early in the morning to enable refuse rounds to go out.

4.2 There are a number of frameworks that the Council could join without the need to run its own procurements, however these have been tried in the past and whilst they have been able to provide administrative staff, they have often failed to provide 'hard to find' staff such as planners

## 5 BACKGROUND

5.1 The Council's contract for Agency staff expires at the end of July. To ensure service provision, a new contract needs to be established.

5.2 Chief Officers considered an options appraisal report and agreed to maintain a 'multi lot cascade system' would be the most beneficial option.

5.3 A multi lot cascade system is where there are specific Lots for each category of profession and the bidders are ranked 1-3 (except the administration Lot where there are 5 companies). When a manager has a requirement for agency staff, and complete and have authorised the correct paperwork, then they provide a job description to the company ranked 1. This agency then has 24 hours to find a suitable agency worker. If they are unable to find a suitable worker within this timescale, then the second ranked company on the Lot is asked to source an agency worker. If they are unable to find a suitable person then the third placed company is given the opportunity.

5.4 To be considered for a Lot, bidders had to demonstrate experience of direct supply of that specific profession. A number of bidders failed this criteria. The bids were then evaluated 50% price and 50% quality. The price evaluation was based on the percentage mark-up that the bidder would add to the hourly rate provided by the council. This mark-up would include their profit as well as statutory costs.

5.6 None of the bidders for the parking Lot had the necessary experience, so in future staff will be engaged on a local basis.

5.7 The bidders recommended for contract award are:

Lot no	Lot name	Ranked 1	Ranked 2	Ranked 3
1	Waste	CTS Recruitment Ltd	First Call Contract Services Ltd	Got People Ltd
2	Finance - General	Adecco UK - Badenoch & Clark	Carlisle Staffing - Tate	Eden Brown
3	Finance-Specialist	Adecco UK - Badenoch & Clark	Eden Brown	Page Group
4	Revs & Benefits	Randstad CPE Ltd	Adecco UK - Badenoch & Clark	Eden Brown

Lot no	Lot name	Ranked 1	Ranked 2	Ranked 3			
1	Waste	CTS Recruitment Ltd	First Call Contract Services Ltd	Got People Ltd			
5	Legal	Sellick Partnership Ltd	Adecco UK - Badenoch & Clark	NO THIRD PLACE			
6	Planning	Randstad CPE Ltd	Ackerman Pierce Limited	The Oyster Partnership LTD			
7	Engineering	Carbon60 Limited	Niyaa People Limited	Service Care Solutions			
8	General Professional	Randstad CPE Ltd	Niyaa People Limited/BDS (TBD)	Adecco UK - Badenoch & Clark			
9	Parking	ALL FAILED					
10	Asset Management	Randstad CPE Ltd	Carbon60 Limited	Niyaa People /BDS (TBD)	Ranked 4	Ranked 5	
11	Administration	Randstad CPE Ltd	Brook Street	BDS Northern Ltd	Adecco UK - Also known as Badenoch & Clark	The Oyster Partnership Ltd	

## 6 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

- 6.1 The estimated expenditure on agency staff is £1 million per annum.
- 6.2 All costs contained within this contract will be met from existing budgets

## 7 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

- 7.1 The procurement has been undertaken in accordance with the Public Contracts Regulations 2015 and EU Procurement Directives.

## 8 EFFICIENCY GAINS AND VALUE FOR MONEY

- 8.1 By completing an open tender exercise, the best rates in the market place have been secured.

**9 RISK MANAGEMENT IMPLICATIONS**

9.1 As with any procurement of this nature there is the risk of challenge from an unsuccessful bidder.

**10 PERSONNEL IMPLICATIONS**

10.1 None directly associated with this report, but the purpose of the contract will be to supplement permanent staffing

**11 EQUALITIES IMPLICATIONS**

11.1 None for the purposes of this report.

**12 CORPORATE PLAN and POLICY FRAMEWORK IMPLICATIONS**

12.1 None for the purposes of this report.

**13 ASSET MANAGEMENT IMPLICATIONS**

13.1 None for the purposes of this report.

**14 HEALTH AND SAFETY IMPLICATIONS**

14.1 None for the purpose of this report.

**15 BACKGROUND DOCUMENTS USED TO PREPARE THIS REPORT**

<b>Document Title:</b>	<b>Filed at:</b>
Tender evaluation model and comments	Procurement