

GWENT POLICE AUTHORITY
Audit & Resources Committee

Date: 17th December 2009 **Item No:** 9g
Heading: Contract for the Provision of Temporary Agency Staff
Report Author: Chief Constable

SUMMARY

The purpose of this report is to seek approval to award a contract for the Provision of Temporary Agency Workers.

RECOMMENDATION(S)

1. The Contract is awarded to Tenderer A for three years with an option to extend for a further one year under the Thames Valley Police National Collaborative Framework Agreement ID 9115. The contract would start on 4th January 2010.
 2. The contract is awarded under Gwent Police Standing Orders Part II Item 11.1(b) (Most Economically Advantageous Tender received).
 3. The contract is awarded to a single supplier.
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BACKGROUND

- 1.1 The current contract for the Provision of Temporary Agency Workers commenced on 1st April 2007 and expired on 31st March 2009.
- 1.2 A six months extension to the contract was agreed by the Authority on the 27th March 2009. The renewal of the framework agreement required the Authority to undertake a further competition (mini-tender), thereby allowing a local contract award process to be completed during the further three months extension agreed by the Authority on 17th September 2009.
- 1.3 The mini-tender was under taken under the new Thames Valley Framework Agreement, let under the E.U. Consolidated Directive. The aggregated annual cost for the service is approximately £800,000.

PROPOSAL FOR CONSIDERATION BY COMMITTEE/CURRENT POSITION

- 2.1 The evaluation panel consisted of the Head of HR Gwent Police, Business Manager 2011 Staying Ahead Project, T/Contracts Officer Gwent Police.
- 2.2 Four companies were invited to tender as part of the mini-tender process and all four companies submitted tenders.

2.3 Tenders were evaluated on the basis of the Most Economically Advantageous Tender (M.E.A.T), the evaluation criteria were set prior to issuing the tender documents. Tenders were evaluated and scored against the set criteria.

	Weight %	Tenderer A	B	C	D
Rates & Charges	40	20.44	19.39	19.56	20.61
Delivery Of Service/Systems Back office	40	32.59	32.00	30.24	28.47
Compliance/ Presentations	20	20.00	17.00	18.00	18.00
Total	100	73.03	68.39	67.80	67.08
Evaluation model charges (£)		584,475	600,396	597,768	582,014

The submission of Tenderer A offers the best value overall but is marginally more expensive (0.42%) than the lowest price tender on the model used for comparison.

STAFFING/PERSONNEL IMPLICATIONS

- 3.1 Temporary staff employed under the current agency agreements would have the opportunity to transfer to the new provider under Transfer of Undertakings (Protection of employment Regulations 1981) or remain with the existing agency until their services are no longer required.
- 3.2 There will be a requirement for resource support from the Human Resources Department during the implementation process and this will be provided from the current staffing levels.

FINANCIAL IMPLICATIONS

- 4. Funding for the provision of temporary agency workers is included within the existing revenue budgetary provision.

CONSULTATION

- 5. Consultation has taken place with Thames Valley Police. Head of Human Resources Department, Business Manager 2011 Staying Ahead Project.

PROJECT ASSESSMENT FOR EQUALITY AND DIVERSITY MATTERS

- 6.1 This project/proposal has been considered against the general duty to promote equality, as stipulated under the Police Force's Equality Schemes, and has been assessed not to discriminate against any particular group.

- 6.2 As part of the evaluation process all companies were required to evidence their management of their Equal Opportunities Policies at local level and community level. Responses to the questions were satisfactory.

RISK ASSESSMENT

7. The risk to the Authority if the contract is not awarded is that, failure to ensure supply of temporary staff under a formal agreement which may result in the return to potentially unlawful expenditure after 31st December 2009.

STAYING AHEAD (2011 REVIEW)

8. This report assumes that there may be a requirement for agency staff on the future, irrespective of the outcome of the 2011 Review. Should there be no requirement for such staff during the currency of this contract, there would be no obligation on the Authority to place any business with the supplier.

CONCLUSION

9. The contract is awarded to Tenderer A.

CONTACT OFFICER

10. Arhlene Maynard – T/Contracts Officer.

BACKGROUND PAPERS

11. National Contract for Temporary and Agency Staff Services Thames Valley Framework Agreement. ID 9115.

APPENDICES

12. None.