

National Education

FRAMEWORK USER GUIDE

for the provision of HR, Payroll & Employee Screening
REF: CPC/DU/HR/02



Contract managed by

 **Dukefield
Procurement**
Part of the Dukefield Group

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1 Introduction

The Crescent Purchasing Consortium Limited has put in place a compliant framework for Human Resources, Payroll Services and Employee Screening, reference CPC/DU/HR/02 (hereafter the framework). It is a proactive, best value, collaborative framework that can deliver your entire Human Resource, Payroll and Employee Screening requirements.

This Framework is available to all contracting authorities across the public sector and throughout the UK, including but not limited to:

- **Central government departments and agencies**
- **Non-Departmental Public Bodies**
- **NHS bodies**
- **Local Authorities**
- **Police Authorities**
- **Emergency Services**
- **Educational Establishments, Hospices**
- **Registered Charities**
- **National Parks**
- **Registered Social Landlords.**

Full details of the classification of eligible end user establishments and geographical areas is available at <http://www.dukefieldprocurement.co.uk/fts-eligible-users>

2 Framework Summary

The framework agreement is designed to be a one stop shop for a Member's entire Human Resource, Payroll and Employee Screening needs. Covering an Employee's journey from Employee Screening and Recruitment, right through to then into Human Resources, Payroll and Pension Schemes.

All your Human Resource, Payroll and Employee Screening requirements are covered across 4 Lots.

Lot 1 - Not Awarded

Lot 2 - Human Resource Services

Lot 3 - Payroll Services

Lot 4 - Employee Screening Services

Lot 5 - DBS and Criminal Record Checks

There are 13 suppliers that have been awarded a place on this framework. The supplier and the lots they have been awarded onto are detailed overleaf.

3 Framework Suppliers



Lots available
4 & 5



Lots available
4 & 5



Lots available
3



Lots available
4 & 5



Lots available
4



Lots available
2 & 3



Lots available
4 & 5



Lots available
4 & 5



Lots available
2, 3 & 5



Lots available
3



Lots available
3



Lots available
4 & 5

For supplier contact information, please see Appendix A- Supplier Contact Details

4 Framework Specification Overview

Lot 1 – Not awarded

Lot 2 - Human Resource Services

Members will be able to access a wide array of Human Resources Services to service Member requirements. Services are included but not limited to the following:

- Specialist Recruitment/e-recruitment
- Occupational Health Services
- Human Resource Consultancy (Employee Relations)
- Managed Services
- Human Resource Transactional Services (Employee Resourcing)
- Training
- Business and Administration Support Services:
- Transformational Services
- Leadership/Management Support Services
- Employee Support Services
- Human Resource Service On-line Platform

Lot 3 – Payroll Services

Members will be able to access a payroll service that focuses upon achieving a 100% payroll accuracy. A service that is easy to use and engage with, that provides support when it is needed from experienced and engaging professionals and ensure full compliance with legal and Member requirements. The Payroll services available across the Lot, albeit delivered and received in a different way depending upon whether the service is a bureau, part-managed or a managed service, include:

- Data Input by Member or supplier depending upon service
- Processing of payroll– including but not limited to:
- Setting up and Processing of pensions
- Tax, National Insurance and related calculations and queries
- Holiday calculations
- Sickness, paternity and maternity calculations

- Processing of Expenses and benefits
- Processing of Third Party Payments and Pensions
- Payment by of Salaries by BACS or other method from time to time including third party payments
- Production of Pay Slips – production of payslips to be produced and either emailed on-line to recipient or physical pay slips produced for recipient. Pay slips to include, as a minimum gross pay, pension, income tax, national insurance and employee deductions.
- Application of legislative updates
- Management information and reporting requirements including Payroll cycle (weekly, monthly, lunar) reports, Gender Pay Gap reporting, Pension reports and Member bespoke reporting requirements, produced and communicated in a timely manner.
- Keeping personal records up to date including bank details and personal information
- Production of HMRC documentation – e.g. P45 and P60
- Payroll Query Help Line
- Employee Help Line for Payroll system queries

Receipt/Delivery of Payroll Services:

Payroll services are likely to be delivered under one of three strategic services supply options:

- **Bureau Services**
- **Semi/Part Managed Services**
- **Managed Services**

Payroll System On-Line Platform:

Members can access an intuitive easy to use on-line e-interface/e-portal. Such systems will be capable of processing and holding all data necessary for the payment of employees and the discharge of all related payroll services as detailed above.

These systems can offer services such as handling deadlines and changes in staff pay and conditions within agreed timescales as agreed between the Member and the supplier and the production of management information as is required by the Member.

Lot 4 - Employee Screening Solutions

CPC wishes to make available to Members a comprehensive range of Employee Screening Services. The core list of such checks include the following:

- Disclosure Barring Service checks as detailed and defined within Lot 5 below
- Verification Service Checks
- Credit Checks
- Right to work checks
- Identity Verification
- Passport Validation
- DVLA/Driving License checks

- Directorship checks
- International Fraud/Sanction checks
- BS7858 Check
- The Baseline Personnel Security Standard (BPSS) Check
- Media/Social Media checks

Added Value Services that suppliers may provide include:

- Solicitors Regulation Authority Search
- Solicitors Disciplinary Tribunal Records Search
- MOT and Insurance check
- Financial Conduct Authority check
- Energy and Utility Skills register
- Gas Safety
- New Roads and Street Works Act
- FACIS (Fraud and Abuse Control Information System) checks
- Fitness and Proprietary Declaration
- Limited Company Report
- Non-Limited Company Report
- Company Report (International)
- PCI/DSS checks
- UK Limited Court Search
- UK Civil Litigation Search
- Health and Safety checks

Lot 5 - DBS and Criminal Record Checks

CPC wishes to make available to Members a comprehensive range of Disclosure Barring Service and Criminal Record checks.

These will include:

- Basic
- Standard
- Enhanced checks or equivalent including or excluding the Children’s Barred List Checks

It is recognised that similar checking services are required by Members within Scotland and Northern Ireland, it is therefore selected suppliers also include access to the undertaking of Protection of Vulnerable Groups, and Access NI checks in Scotland and Northern Ireland respectively.

Digital identity certification

Throughout the framework lifespan, Members may require their identity to be verified via an Identity Service Provider (IDSP). An IDSP is a provider of Identity verification services, and they will be certified to provide Identity verification to specific levels of confidence, specified by government standards. IDSPs are sometimes referred to as ‘identity providers’.

This facility can be made available under this framework to Members, should they wish to utilise it, as part of conducting their DBS and Criminal Record Checks/Right to Work checks throughout the lifetime of the framework via suppliers that are willing to operate this service either themselves or in conjunction with a third party.

5 Buying from the Framework

How do Members buy from the framework? This can be done in one of two ways:

5.1 Direct Award

Direct Award takes place where a member direct awards business to a supplier without the supplier having to engage in a further competitive process to win the contract.

Where Direct Award is undertaken, organisations must do so in keeping with the provisions of the Public Procurement (Amendments Etc.) (EU Exit) Regulations 2020. Members may elect to adopt Direct Award on the basis of many individual factors but as a guide the framework provides the following Direct Award options:

Option 1

The Member may wish to Direct Award using the framework Desktop Calculator, embedded below, which contains the quality criteria and weightings utilised within the tender documentation.



Direct Award Desk
Top Calculator v3 (UN

If the balance of the weighting as detailed within the Desktop Calculator does not reflect the requirements of the Member, they will be able to change the criteria weightings within the following stated range and on this basis re-calculate the scores and award to the highest scoring supplier that best meets their requirements.

For example:

Customer Requirements Award Criteria with a Framework Agreement Weighting of 60.00% can be decreased or increased to between 40.00% and 80.00%.

The Pricing Award Criteria can then be decreased or increased to between 20.00% and 60.00%.

(Please note, when amending the weighting, **the total MUST always equal 100%**)

Option 2

Members can award to the highest scoring supplier on a particular Lot (either with or without amending the weightings using the Option 1 Desktop Calculator) so long as that supplier is capable of meeting their requirements.

Option 3

Members may wish to Direct Award on the basis of price using the core list pricing for their requirement on any particular Lot, so long as that supplier is capable of meeting their requirements.

The core price lists will be available to all Members who wish to consider them to inform a potential

direct award decision. Before pricing is released, the Member would have to agree to the Pricing Confidentiality Statement which illustrates that the core list pricing information is being supplied under cover of confidentiality and Members must not to share it with other parties. Once the agreement to the Pricing Confidentiality Statement is received, the core list pricing from each of the suppliers on the lot requested will be provided to the Member, who would then be able to compare pricing and use this information to inform their potential direct award decision.

Direct award based upon 100% price, may be used in a variety of ways including, for example, where a Member has an urgent or one-off scenario, and they may not have the time to undertake a further competition. Members would need to establish that they are comparing services on a like for like basis. They would then need to determine which supplier meets their needs for the lowest possible cost. The services in the core list are generic in nature. Therefore, where variations to standard defined services are required, Members can engage in a further competition.

5.2 Further Competition

A Member can engage suppliers in a further competition in pursuit of additional value on all framework Lots. When engaging in a further competition exercise, Members must invite all the suppliers, from within the respective Lot from which they are purchasing, to participate in the further competition. All suppliers within the respective lot must be given the opportunity to engage in a further competition. Whereas all suppliers must be given the opportunity to engage in the further competition, they are not obliged to submit a quotation and may decide not to submit a bid under the further competition. This doesn't invalidate your further competition.

Basic advice and guidance upon conducting further competitions can be obtained from the Help Desk.

Email: nichola.gill@dukefieldprocurement.co.uk

Tel: 07935355773

A standard further competition template for use in a traditional further competition is attached in Appendix B for Members wishing to undertake their own further competition exercise.

6 Lot Quality Weightings

Question	Lot 2 (60%)	Lot 3 (60%)
Method Statement	8	4
Service Compliance	20	30
On-Line Customer Interface	3	2
Customer Support Services	2	2
Security	3	3
Service Quality	2	2
Ordering Process	4	2
Delivery and Commissioning of Service	2	1
Account Management	5	5
Marketing	1	1
Sustainability	5	4
Social Value	5	4

Question	Lot 4 (60%)	Lot 5 (60%)
Method Statement	5	5
Provision of Service	4	4
Service Compliance	10	10
On-Line Customer Interface	10	10
Customer Support Services	2	2
Security	2	2
Service Quality	2	2
Ordering Process	2	2
Delivery and Commissioning of Service	3	3
Account Management	7	7
Marketing	4	4
Sustainability	4	4
Social Value	5	5

7 Further Competition Support Service

In addition, the framework offers a comprehensive further competition procurement service. The service fees vary depending upon the potential scale of the requirement and full details can be found in Appendix C. The further competition support service provides either a light touch documentation review service prior to engaging in the further competition, or a full procurement support service to undertake a fully compliant further competition exercise. The full procurement support service includes:



Where relevant the service includes up to two visits to customer site (at the service provider's sole discretion); be that to determine requirements, assess supplier capability, undertake evaluations or present findings. All other activities will be undertaken through electronic communication.

The documentation review service is available to Members engaging in further competitions. A Member's completed further competition documentation can be reviewed, critiqued and where appropriate amendments suggested, ensuring the documentation is fit for purpose and in keeping with spirit of the framework; thus enhancing the chances of a successful further competition. It is important to note that this service does not provide a documentation drafting service. Documentation drafting is an integral part of the full procurement support service detailed earlier this section.

Should you require further information about either of these services, or wish to benefit from the services, please contact the Strategic Contract Manager Steve Davies:

Email: steve.davies@dukefieldprocurement.co.uk

Tel: 07966 040564

8 Placing an order

Having selected your chosen supplier and print solution, orders should be placed via the Framework Order Form – a copy is detailed in Appendix D. Your preferred supplier will populate the Order Form with the full details of your requirement and then present you with a completed Order Form for signature. The Order Form under which the contract will be enabled clearly references the framework terms and conditions. **To benefit from framework pricing, please ensure the reference number CPC/DU/HR/02 is clearly quoted on all order forms and framework enquiries.**

Appendix E details the framework Access Agreement. It is not mandatory that Framework Users sign this agreement to access the framework, however it is recognised that Framework Users may wish to do so.

9 Contract and Account Management

Day to day contract management support is available from the framework Help Desk. The Help Desk is open from 09:00 to 17:00 Monday to Friday excluding Bank Holidays and can be contacted either by phone or email as follows:

Email: frank.gourley@dukefieldprocurement.co.uk

Tel: 07957883925

Email: nichola.gill@dukefieldprocurement.co.uk

Tel: 07935355773

The friendly Help Desk staff will be on hand to answer your questions and assist you in any way they can. Specifically, they can:



In addition to the Help Desk, additional account management support is provided by the appropriate supplier Account Manager. Account Managers are detailed in Appendix A and they can be contacted with regards to any matter concerning your solution.

10 Complaints and Escalation Procedures

Day to day complaints should be raised in the first instance with your chosen supplier. Where appropriate they may also be raised/escalated to the Help Desk. All complaints raised with the Help Desk will be recorded and the way forward agreed with the Member. In the vast majority of cases such complaints will be addressed to the satisfaction of the Member within a reasonable period of time (such time will vary depending upon the nature of the complaint). However, in the unlikely event that a complaint is not resolved to the satisfaction of the customer within a reasonable time, complaints should be escalated as follows:



11 Delivery and Complaint Resolution

Framework Users are encouraged to put in place their own local contract management regime to ensure acceptable performance of their chosen supplier. The local regime could include Key Performance Indicators (KPIs) specific to contract performance, such as billing conditions, statistics and reports and contract review meetings.

All local requirements must be mutually agreed with your chosen supplier. The framework support team can provide support and advice in determining SLAs and KPIs appropriate to your specific requirements.

In addition to the arrangements specific to each contract, a comprehensive contract management regime underpins the operation of the framework itself. Suppliers' performance across all contracts let through the framework is continually monitored across all user Members and issues addressed as they come to light. The framework Contract Manager will undertake regular contract performance and management review meetings with all suppliers as part of this performance monitoring process.

Framework Users should therefore ensure that the framework Strategic Contract Manager is made aware of any issues of any persistent or unresolved nature so they can be addressed with the supplier at the contract review meeting.

Human Resource and Payroll KPIs

- Respond to calls within 4 working hours of the communication being received
- Respond to electronic communications within 4 working hours of the communication being received.
- On-Line System uptime 98%

Employee Check KPIs

- 98% of Enhanced DBS checks returned within 7 working days
- 98% of Standard DBS checks to be returned within 2 working days
- 98% of Basic Disclosures to be returned within 5 working days (not including postal timescales)
- 98% of all other checks under the Lot to be returned within 5 working days

Members should also note that the above minimum requirements can be supplemented by additional local key performance indicators and other service delivery parameters agreed with their chosen supplier. Such local requirements must be mutually agreed with your chosen supplier. The local regime could include Key Performance Indicators (KPIs) specific to contract performance, such as billing conditions, statistics and reports and contract review meetings.

All local requirements must be mutually agreed with your chosen supplier. The framework support team can provide support and advice in determining SLAs and KPIs appropriate to your specific requirements

The framework Contract Manager Nichola Gill will undertake regular contract performance and management review meetings with all suppliers. Members are however encouraged to put in place their own local contract management regime to ensure performance of their chosen supplier. Members should ensure the framework Contract Manager is made aware of any issues of any persistent or unresolved nature so they can be addressed with the supplier at the contract review meeting.

12 Any Questions?

Should you have any questions about the operation of the framework that are not adequately covered by the User Guide, please do not hesitate to contact the Help Desk.

Email: frank.gourley@dukefieldprocurement.co.uk

Tel: 07957883925

Email: nichola.gill@dukefieldprocurement.co.uk

Tel: 07935355773

13 APPENDIX A – Supplier Contact Details

3-2-1 GOCHECK LTD

Phoong Mac
Sales & Marketing
07969 577950
phoong.mac@321gocheck.com

Patrik Bohac
Account Manager
07891034311
patrik@321GoCheck.com

ADECCO UK LTD

Jessica Hardie
Account Director
07834618403
jess.hardie@adecco.co.uk

Rosemarie Laniyan
Account Manager
M: 07702981743
E: rosemarie.laniyan@adeccogroup.com

CIVICA UK LTD

Adrian Goddard
Sales Director
0113 841 0319
Adrian.goddard@civica.co.uk

Gabriel Obaseki
Business Development Manager
0113 841 0319
Gabriel.obaseki@civica.co.uk

COMPLETE BACKGROUND SCREENING

Rachel Bedgood
Director
01443799900
07920420172
rachelb@cbscreening.co.uk

DUE DILIGENCE CHECKING LTD

Jake Waddingham
Sales and Business Development Manager
01162603055
jakew@ddc.uk.net

Matt Tuckey
Sales and Marketing Director
01162603055
matt@ddc.uk.net

EPM LTD

Ian Hawkins
Business Development Manager
07731083212
ian.hawkins@epm.co.uk

GIANT SCREENING LTD

Andrew Wright
Head of Business Development
01245 379090
07907 978453
Andrew.wright@giantgroup.com

HORUS SECURITY CONSULTANCY LTD

Kerry Taberner
Head of Screening
020 3728 6577
Kerry.taberner@horus-security.co.uk

LIBERATA UK LTD

Geraint Thomas
T: 020 7378 3794
M: 07557 758 949
bidadmin@liberata.com

NEO PEOPLE MANAGEMENT LTD

Rob Parker
Client Director
07900 580428
rob@neopeople.net
Steve Burgess
Managing Director
07767 870438
steve@neopeople.net

PARSEQ LTD

Lauren Maloney
Business Development Director
01709444150
07496403718
lauren.maloney@parseq.com

VERIFILE LTD

Tom Bell-Green
Business Dev. Manager
07944 678492
Tom@verifile.co.uk

Angela Thomas
Business Dev. Manager
07931 263255
Angela.Thomas@verifile.co.uk

APPENDIX B - FURTHER COMPETITION TEMPLATE

[INSERT NAME OF MEMBER] INVITATION

TO SUBMIT A PROPOSAL

FOR

[INSERT TITLE]

Closing Date: *[date/time]*

Contact: *[insert contact details of person undertaking further competition]*

1. INTRODUCTION

- 1.1 *(Insert details of the Member and a summary of the project and its aims and objectives. Also consider inserting a timetable detailing the key delivery dates within the further competition.)*

2. INSTRUCTIONS TO TENDERERS

2.1 COMPLETED PROPOSALS SHOULD BE SUBMITTED TO:-

[Insert contact details for return of further competition submissions]

Suppliers should ensure that they allow enough time to submit their questionnaire response. **The Member will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**

- 2.2 The deadline for the return of quotations is 12 noon on xx xx xxxx.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

- 2.3 Please study the documentation carefully. If you are in any doubt as to any technical aspects of the specification/project brief, or require clarification of any part of the document please contact *[insert project officer contact details]*

- 2.4 Suppliers are required to submit competitive prices strictly in accordance with the attached specification/project brief.

- 2.5 Suppliers must fully complete all parts of this document using the same question numbering format as used in this document and sign the declaration. Failure to provide a completed quotation in the required format may result in the quotation not being considered.

- 2.6 Freedom of Information - In accordance with **Freedom of Information Act 2000**, from January 2005, Members must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the Supplier's or the Member's commercial interests. These categories are exemptions under which information may not be disclosed.

- 2.7 It will be the Supplier's responsibility to clearly state in their Proposal submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the Member prior to submission.

- 2.8 Suppliers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the Member may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to The Information Commissioner's Office, the Government Member responsible for enforcing the Act.
- 2.9 You will also need to provide with your quotation submission a contact within your Member to ensure that should we need to consult on a Freedom of Information request we can do this promptly. If we are unable to contact anyone to consult we may have to release the information to ensure that we remain within the 20 working days deadline.

3. EVALUATION

- 3.1 Proposals received will initially be reviewed on the basis of compliance with the threshold requirements. For the avoidance of doubt, all threshold requirements must be achieved in order for your bid to be further considered.

A listing of the relevant threshold requirements are detailed in Appendix 3.

(Delete references to Threshold Questions if no Threshold Questions are being asked)

- 3.2 The bids from those Suppliers who meet the defined thresholds will be fully evaluated at Phase 2 of the Evaluation Process. The evaluation will be on the basis of most economically advantageous tender as follows:

Price xx% Quality xx%

[Insert quality evaluation criteria]

- 3.3 Please note there are a number of Threshold Questions within the document. Each Threshold Question is indicated by a '**Threshold Question**'. All Threshold Questions must be met in order for a tenderer's bid to be fully considered. **For the avoidance of doubt, failure to meet a Threshold will result in a tenderer's bid being rejected.**

[Delete the paragraph above if no Threshold Questions are being asked]

3.4 Quality responses will be scored using the scoring mechanism detailed below.

0 = Unacceptable, No response, or unacceptable information provided

1= Poor, Inadequate details to show an understanding of the requirements

2 = Satisfactory, Satisfactory details to show an understanding of the requirements

3 = Good, Adequate details provided to show an understanding of the requirements

4 = Very Good, Substantial details provided to show an understanding of the requirements

5 = Excellent, Comprehensive details provided to show an understanding of the requirements

Tenderers scoring a 5 will receive the entire weighting mark for each question.

Those scoring a 4 will receive 4/5ths of the weighting mark and so on.

3.5 Price Evaluation

Price will account for xx% of the overall score. Tenderers must submit prices for each of the requirements detailed within the Pricing Schedule (Appendix 2).

Tenderers should complete the Pricing Schedule (Appendix 2) with details of their proposed costs. The Tenderer submitting the lowest proposed cost will receive the full xx% price weighting. All other tenderers will receive a proportion of the xx% dependent upon the relative position of their price to the lowest priced bid. For example, where a Tenderer submits a proposed cost that is 10% more expensive than the lowest price bid, they will receive 10% less weighting than the lowest price, i.e. xx% of the total xx% weighting.

3.6 The Member may request bid presentations as part of the bid clarification process to enable the Member to better understand a Suppliers' bid. Where such clarifications are required Suppliers will be notified and invited to attend at an agreed date and time. Please Note – it may not be necessary to invite any or all bidders if no clarifications are required.

3.7 The Member will endeavor to reach a decision by *[insert date]*. However, the Member is not bound to accept any quote submitted.

3.8 Resulting contracts will be subject to the terms and conditions of contract for the National Education Framework agreement – CPC/DU/HR/02 Contract for the provision of HR, Payroll and Employee Screening Services.

Please note these Terms and Conditions are already contracted and are non-negotiable

4. SPECIFICATION

- 4.1 The Members require a range of HR, Payroll and Employee Screening Solutions as detailed in Appendix 1. It should be noted that the specification detailed in Appendix 1 is representative of the Members' requirements and this may be changed following award of contract.

5. PRICE SCHEDULE

- 5.1 *[Insert the pricing methodology including]*
- 5.2 Suppliers are required to complete the Pricing Schedule (Appendix 2)
- 5.3 The pricing will be held for the duration of the contract/ agreement.

6. SITE VISIT

- 6.1 *(Insert details of a supplier site visit if one is being offered to suppliers during the further competition process)*

6. DECLARATION

I/We hereby offer to provide the services as specified in xxxxxxxxxxxx in accordance with the Conditions of Contract governing the CPC/DU/HR/02 Contract for the provision of HR, Payroll and Employee Screening Services.

Signed

Name (Block Capitals)

Designation

For and on behalf of

..... Tel.

Fax.....

E-mail address

APPENDIX 1 - SPECIFICATION

[Insert the specification in Appendix 1. The following issues are examples that may wish to be considered within the specification. The list is not exhaustive and is only series of examples

Technical Requirements

It may also be a good idea to include your current technical requirements if for example a software package may need to interact with some of your current infrastructure.

Training

Should training be provided at point of installation or at a later point? This is especially relevant when utilizing software packages as staff may need training to understand how the system works.

Delivery Requirement

Consider how the services will be delivered. Will this be via a software or onsite and what timescales need to be met. For example, for onsite HR training, delivery requirements could include locations and timescales and employee schedules.

Sustainability

Consider sustainability requirements of each supplier.

Account Administration

Consider account administration requirements, including invoices. Account/Contract

Management

Consider the nature of your account/contract management regime. For example, will you require:

- regular quarterly supplier review meetings*
- a designated account manager*
- management information – including the regularity of such information?*

Project Management

Implementation Schedule

APPENDIX 2 – PRICING SCHEDULE

(Insert the pricing schedule here)

APPENDIX 3 – THRESHOLD REQUIREMENTS

(Insert any threshold requirements here)

APPENDIX 4 – SUPPLIER RESPONSE SCHEDULE

(Insert questions to be asked of the suppliers in respect of the Specification)

15 APPENDIX C – Further Competition Support Service Fee Structure

Further Competition Support Services are available upon payment of the appropriate fees.

The Further Competition Support Services are chargeable services available to any Member.

1. Documentation Review Service

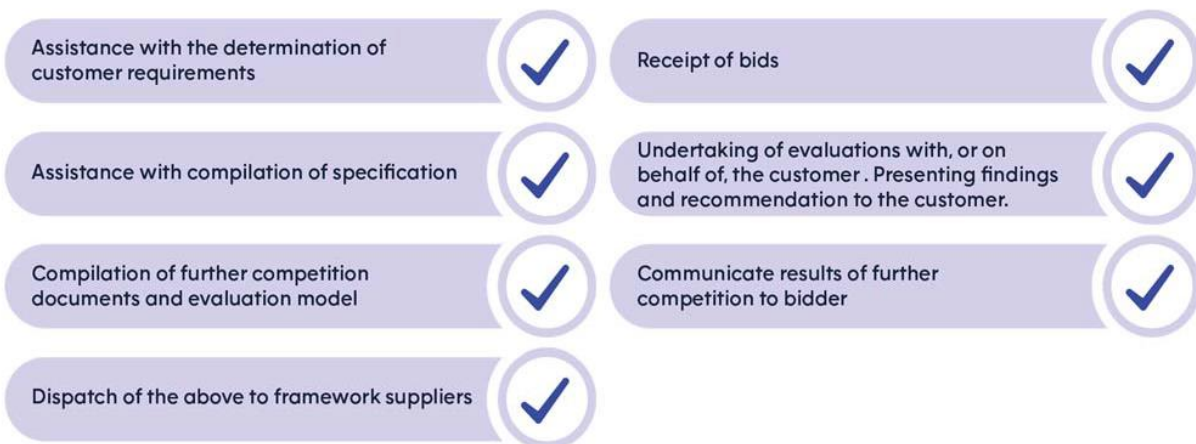
The fee for this service is £200 per further competition document set.

2. Full Procurement Support Service

The full procurement support service is available across all framework Lots.

Prices for undertaking a further competition under all Lots are available from email: steve.davies@dukefieldprocurement.co.uk or phone: 07966040564. The fees will be exclusive of VAT and travel and subsistence.

Each will include full procurement support to undertake a further competition exercise; support to include:



The service includes up to two visits to customer site (at the service provider's sole discretion); be that to determine requirements, undertake evaluations or present findings. All other activities will be undertaken through electronic communication.

16 APPENDIX D – Example Framework Order Form

NATIONAL EDUCATION HR, PAYROLL AND EMPLOYEE SCREENING FRAMEWORK

PURCHASE ORDER FORM

CONTRACT No CPC/DU/HR/02

[] wishes to order the below mentioned supplies and/or services.

This Purchase Order is for the supplies and/or services detailed below in accordance with the Terms & Conditions of the above framework as agreed between _____ (the suppliers) and _____ (the framework user)

CPC Member No. _____

Item Code	Description	Sum
(Framework Users should append additional sheets detailing services being procured where relevant)		
*Total Purchase Price £ _____ excl VAT		
Name of Establishment (The Customer)		
Invoice Address	Site Address (if different)	
Post Code	Post Code	
Contact Name (PRINT) (Mr/Mrs/Miss/Ms)		
Tel No	Email:	

Name (Print)	Position
Signature (Customer)	Date:

17 APPENDIX E – Optional Access Agreement

ACCESS AGREEMENT FOR UTILISATION OF THE EDUCATION HR, PAYROLL AND EMPLOYEE SCREENING FRAMEWORK

CONTRACT No CPC/DU/HR/02

This is a confirmation of access to the **National Education HR, Payroll and Employee Screening Framework** and an agreement of commitment to use said Framework.

Find a Tender Contract Notice Reference Number: 2022/S 000-019414	Contract Number: CPC/DU/HR/02
Framework User Contact: Name: Email: Tel:	Supplier Contact: Name: Email: Tel:

Framework Start Date **21st November 2022**

Length of Framework Agreement: 3 years with the option of a 1 year extension.

This is an agreement to confirm “[enter Framework User name]” has satisfied itself of its eligibility to join the Framework as a **compliant body** nominated in the above referenced Find a Tender notice. Signature of this form constitutes acceptance of the Framework Agreement Terms and Conditions which are enclosed, thereby creating a binding commitment to the utilisation of a Call-Off Contract from the framework agreement referenced above.

We agree to enter into a Call-Off Contract as from “**enter date of commencement**”, for a period of “**enter number of months**”

On behalf of the supplier: [enter supplier name]

Contact Name:	
Telephone number:	
Email Address:	
Signature:	
Date:	

On behalf of [enter Framework User name]

Contact Name:	
CPC Member No.	
Telephone number:	
Email Address:	
Signature:	
Date:	