

To: Finance, Resources and Customer Services Policy Board

On: 28 September 2017

Report by: Chief Executive and the Director of Finance & Resources

Heading: Framework Agreement for HR Services

1. Summary

- 1.1. The purpose of this report is to request the Finance, Resources and Customer Services Policy Board to authorise the Head of Corporate Governance to enter into a single source Framework Agreement for HR Services, reference RC/FA/148/17 on behalf of Renfrewshire Council and Associate Bodies.
 - 1.2. The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure for Services and the Council's Standing Orders Relating to Contracts.
 - 1.3. A contract strategy was approved by the Director of Finance and Resources and the Corporate Procurement Manager on 27th July 2017.
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2. Recommendations

- 2.1. It is recommended that the Finance, Resources and Customer Services Policy Board authorise:
 - a. The Head of Corporate Governance to conclude the award of the single source Framework Agreement for HR Services to McAdam King Business Psychology Ltd ;
 - b. The Framework Agreement is for 3 years with the option to extend for a further 12 months;

- c. The ceiling value of all assignments made under this Framework Agreement will be £1,200,000.00.
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3. **Background**

3.1 HR Services require assistance on the following areas:

- Executive Recruitment – assist the Council with all aspects of the recruitment of senior staff;
- Assessment Centres – arrange and carry out testing during the recruitment process of senior staff;
- Executive Interims Sourcing – providing the Council with temporary short term senior staff;
- Executive Coaching, Learning and Development & Performance Management Services – providing a range of services that support succession planning and business change implementation.

3.2 The tender was issued on behalf of Renfrewshire Council for the provision of services to the Council and those other bodies for whom it acts as servicing or contracting authority. In particular it includes Scotland Excel, being the joint committee of Scottish local authorities carrying out purchasing and procurement functions for the thirty-two Scottish local authorities. Renfrewshire Council acts as the contracting and servicing authority for Scotland Excel and enters contracts on its behalf. Renfrewshire Leisure LLP, a separate body from the Council, may also wish in the future to make use of the services being tendered either through the Council or by entering a separate contractual arrangement based on the terms and conditions agreed between the Council and the Service Provider.

3.3 Thirty-four suppliers noted an interest in the tender and four tender submissions were received by the closing date for the receipt of tender submissions at noon, on 28th August 2017. All four tenderers were evaluated against a set of pre-determined criteria in the form of a European Single Procurement Document (ESPD) and compliance with the terms and conditions published with the ITT

3.4 Three tenderers were compliant with the European Single Procurement Document (ESPD) requirements and their tender submission was then evaluated against a set of Award Criteria which was based on a quality / price ratio of 60%/40%.

The scores relative to the award criteria of each tenderer are as follows:

Tenderer Name	Quality Score (40%)	Quality Presentation Score (20%)	Price Score (40%)	Total Score (100%)
Eden Scott Ltd	24.25 %	10.00%	22.20%	56.45%
McAdam King Business Psychology Ltd	25.50%	15.00%	38.97%	79.47%
Solace in Business Ltd	34.25%	10.00%	32.50%	76.75%

3.5 It is recommended that the Single Source Framework Contract is awarded to McAdam King Business Psychology Ltd, who based on evaluation, have provided the most economically advantageous tender.

3.6 Community benefits were requested on a voluntary basis with the following commitments provided from McAdam King Business Psychology Ltd:

- 4 workshops for unemployed young people in Renfrewshire to enhance their employment prospects.
- 1 year business psychology internship - Renfrewshire psychology students will be encouraged to apply for the position.
- Opportunity for Renfrewshire clubs and charities to be considered for the 3% of McAdam King Business Psychology Ltd's profits that are directed to charity.
- McAdam King Business Psychology Ltd's staff will be encouraged to undertake their 2 pro-bono days with charities in the Renfrewshire area.

Implications of the Report

1. Financial

The financial status of the recommended Provider has been assessed and satisfies the Council's requirements.

Financial costs will be met by the individual Service Department budget's as and when required.

2. HR & Organisational Development

No TUPE implications have arisen or are anticipated

3. Community Planning

The community benefits submitted under this contract are listed within section 3.6 of this report.

4. **Legal –**

The procurement exercise for these Services was conducted in accordance with the Public Contract (Scotland) Regulations 2015 Open Procedure, and the Council's Standing Orders Relating to Contracts.

5. **Property/Assets**

No property/asset implications have arisen or are anticipated

6. **Information Technology –**

No Information Technology implications have arisen or are anticipated.

7. **Equality & Human Rights**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety -**

McAdam King Business Psychology Ltd health and safety submission was evaluated by Corporate Health and Safety and met the Council's requirements regarding health and safety.

9. **Procurement –**

The procurement exercise for these Services was conducted in accordance with the Public Contract (Scotland) Regulations 2015 Open Procedure, and the Council's Standing Orders Relating to Contracts.

10. **Risk -**

The recommended tenderer has been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. **Privacy Impact**

Following initial discussion with the Council's Information Governance team, a Data Processor Agreement (DPA) was agreed and will be formalised with McAdam King Business Psychology Ltd.

12. **Cosla Policy Position –**

No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers

(a) None

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