**Temporary Staffing Requirements Prior Information Notice (PIN)**

Oxford City Council (OCC) and Oxford Direct Services Ltd (ODSL) are using this Prior Information Notice (PIN) to invite suppliers to attend an open day on Tuesday 3rd March 2020 in Oxford. The key aims of the day are for OCC and ODSL to update the marketplace on the current temporary staffing requirements across the companies and then to understand what solutions are available in the marketplace.

This PIN does not constitute a call for competition to procure any services, supplies or works for OCC and ODSL. The South East Business portal is being used to carry out this procurement process. For further information and to register an interest to attend please register free on <https://procontract.due-north.com>.

A high level draft specification is included with this PIN and the intention is to go to full tender with a final detailed specification in March to April 2020.

**Expressions of Interest for the Open Day**

You are invited to express an interest in attending the open day. Dependent on interest, there may be a morning session and an afternoon session on Tuesday 3rd March 2020. This will be confirmed in the near future.

The open day will be held in Oxford at the following address and you will need to report to reception prior to your session:

Town Hall

St Aldate’s

Oxford

OX1 1BX

There is no parking available at the Town Hall so please see the following link to assist with your travel arrangements into Oxford:

<https://www.oxford.gov.uk/info/20012/parking_and_travel>

When expressing an interest, please do so via the messaging function on the South East Business Portal <https://procontract.due-north.com> ensuring that the following information is provided.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Registered and Trading name (if different) |  |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Preferred session (am or pm) |  |

To enable OCC and ODSL to understand your interest could you please introduce your company and highlight the areas of business you focus on.

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| 1 side of A4 |

Following your expression of interest you will receive further details as the day approaches.

**Draft agenda for the open day**

* Introduction from OCC and ODSL
  + Who we are
  + Why hold a briefing?
  + What do OCC and ODSL want to achieve today?
* Service requirements
* Next steps
* Open forum questions
* 1-1 sessions

OCC and ODSL are not liable for any costs fees or expenses incurred by any party in relation to this PIN and the associated open day.