

REQUEST FOR QUOTATION OPPORTUNITY FOR THE PROVISION OF TEMPORARY RECRUITMENT SOLUTION 2019 - 2022

SUTTON HOUSING PARTNERSHIP (SHP)

Sutton Housing Partnership is an arms-length management organisation (ALMO) responsible for the management of Local Authority social housing in the London Borough of Sutton. We manage approximately 6,000 rented properties plus a further 1,500 leasehold properties spread across the geographical area of the borough. SHP employ c.150 people based in offices in and around the London Borough of Sutton.

GENERAL REQUIREMENTS

We are now seeking quotations from suitably qualified organisations for the provision of SHP is seeking a Service Provider with proven experience of managing temporary recruitment within social housing, social housing maintenance sectors and specialised support services.

The Service Provider will be required to deliver a temporary recruitment solution that:

- Provides quality candidates for temporary roles excluding fixed term and senior roles
- Ensures candidates meet minimum screening criteria for roles
- Requires the supplier to manage the supply chain on behalf of SHP
- Is cost effective, competitive and within SHPs budgetary constraints and adheres to salary pay bands
- Complies to Service Level Agreements at all times
- Adheres to relevant legislation as appropriate to the role and all legal requirements in the UK

The successful Service Provider will conduct and manage the end to end recruitment process for temporary workers on behalf of SHP and provide recruiting managers with suitable candidates within three days of the job being placed on the electronic portal.

BACKGROUND REQUIREMENTS

The current contract expires in 2019; we wish to procure a new contract through the London Tenders e-tendering portal.

CONTRACT PERIOD

The contract will initially be for a period of 3 years commencing on 1st November 2019 (with the option to extend the contract for a further 2 years, at the discretion of SHP).

PROCUREMENT PROCESS

Sutton Housing Partnership is tendering this opportunity through the London Tenders e-tendering portal. In order to access the ITT documentation, prospective Bidders need to register their interest by going to <https://www.londontenders.org/procontract/supplier.nsf>

All parts of this procurement exercise are carried out within the e-Portal, including the issue of the ITT, responses to clarification questions, Bidder's submissions, acceptance and rejection letters and Contract award.

Sutton Housing Partnership shall not be bound to accept the lowest cost nor any Tender, and reserves the right to accept all or part of your Bid.

Sutton Housing Partnership will not accept any proposals, queries or representations relating to this ITT by any means other than through the electronic portal.

The deadline for submission of Tenders is 12 noon Monday 1st July 2019.