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| Agency Worker Request Form  (Interim Professional or IT Staff) | |
| **Guidance** | |
| **This form should be used to:**  1.To request Interim Professional or IT Staff from the first ranked Agency Framework Contractor (direct award), or  2. For mini-competition (inviting ALL Interim Services Framework Contractors)   |  |  | | --- | --- | | **Interim Professional Staff Framework Supplier** | **Interim IT Staff Framework Supplier** | | 1. Venesky-Brown Recruitment  [professionalservices@venesky-brown.co.uk](mailto:professionalservices@venesky-brown.co.uk) | 1. Venesky-Brown Recruitment  [professionalservices@venesky-brown.co.uk](mailto:professionalservices@venesky-brown.co.uk) | | 2. ASA Recruitment  [scotgov@asarecruitment.co.uk](mailto:scotgov@asarecruitment.co.uk) | 2. ASA Recruitment  [scotgov@asarecruitment.co.uk](mailto:scotgov@asarecruitment.co.uk) | | 3. Harvey Nash  [scotlandpublicsector@HarveyNash.com](mailto:scotlandpublicsector@HarveyNash.com) | 3. Lorien Resourcing  [publicsector@lorien.co.uk](mailto:publicsector@lorien.co.uk) | | 4. Lorien Resourcing  [publicsector@lorien.co.uk](mailto:publicsector@lorien.co.uk) | 4. Harvey Nash  [scotlandpublicsector@HarveyNash.com](mailto:scotlandpublicsector@HarveyNash.com) |   If the first ranked Framework Contractor is not able to fill request you can work through suppliers (in rank order) until the requirement is filled.  Hiring Managers should use the template email in Section A and complete Section B in full and send the request to the required agency or agencies.  Once you have selected the candidates and notified the agency please raise a Requisition in People and Money following the guidance in the [Creating a Requisition](https://www.ed.ac.uk/procurement/p-m-procurement-guides) user guide. **You must attach a copy of the quote indicating the price for the service to the requisition.**  Further information is also available in the [Guidance on Agency Workers and Interim Contractors](https://www.ed.ac.uk/human-resources/recruitment-guidance/defining-and-advertising-the-role/agency-workers-and-interim-contractors) and the [How to Buy](https://www.ed.ac.uk/procurement/howtobuy) webpages.  **Section A and B** is for completion by the hiring manager.  **Section C** should be completed and returned to the hiring manager by the agency framework supplier. | |
| **Section A: Example Template Email to be sent with the Order Form**  **To be completed by the hiring manager with the interim requirement.  For direct award or mini-competition.** | |
| **FRAMEWORK AGREEMENT TITLE: Interim Professional Staff or Interim IT Staff**    Dear Sir/Madam    You are hereby invited by the University of Edinburgh (Framework Public Body) to provide proposals (including CVs) for the provision of *[insert title of assignment]* detailed in Part A, to be called-off from the Scottish Procurement Collaborative Framework Agreement for the provision of *[Interim Professional Staff or Interim IT Staff]*.You are required to provide proposals and accompanying CVs for up to *[insert the maximum number]*interim workers**.** Award will be madeon the basis of award criteria of *[X per cent]* Quality of Interim Worker and *[X per cent]* Price [*the buyer’s guide will provide more information*].     1. Your proposal must be in accordance with this letter and Part A & B attached.      1. It is your responsibility to obtain at your own expense any additional information necessary for the preparation of your proposal, and you will be responsible for any expenses incurred by you during the response process.      1. If your proposal does not comply with all the requirements of this letter, it may not be considered.      1. The declaration included in this letter must be completed and submitted along with your proposal by *[insert time, day and date].*      1. Enquiries regarding this request should be addressed to *[insert University of Edinburgh’s customer contact details].*      1. Term and Conditions for the Scottish Procurement Framework Agreement (including Schedule 5 Standard Terms of Supply) for the provision of *[Interim Professional Staff or Interim IT Staff]* will apply to any Call-Off Contract awarded because of this invitation.     Yours faithfully    *[Insert University of Edinburgh Contact name, address, phone number and e-mail]* | |
| **Section B – Statement of Requirements (to be completed by the Hiring Manager) – please complete all fields.** | |
| Framework Public Body Name | University of Edinburgh |
| Hiring Manager name |  |
| Telephone number |  |
| Contact Email address |  |
| College/Professional Services Group |  |
| School/Department address |  |
| Work location (if different from the above) |  |
| Is this a ranked solution or mini-competition | Choose an item. |
| Criteria Weighting – Confirm Price/Quality Ratio (PQR) to be used for evaluation purposes.  (e.g. 40% cost, 60% quality of interim worker) |  |
| Title of Assignment to be filled |  |
| Assignment Description |  |
| Quantity Of Interim Workers Required |  |
| Working hours per week (e.g. 35) |  |
| Hours of Work (e.g. 9am-5pm) |  |
| Travel Required? – insert details of travel requirements, if applicable. In particular if travel by car is required. Note – Travel and Subsistence costs **cannot** be included in the daily rate charged |  |
| Essential Skills, Competencies, Relevant Qualifications and previous experience required |  |
| Desirable skills (where appropriate) |  |
| Required start date (dd/mm/yyyy) |  |
| Is a PVG/Disclosure check required? Please provide detail and required level. |  |
| Call-Off Contract period/duration (including any optional extension where required). For example 01 May 2023-31 July 2023 with an option to extend for an additional 4 week period. |  |
| Notice period to terminate Call-Off Contract (if before stated Call-Off Contract expiry date). For example 5 working days. |  |
| Proposed date for meetings with interim worker (if applicable)  *NOTE: the Scottish Government Framework recommends this is not a formal interview and no formal interview techniques or assessments/tests should be undertaken. However, it is recommended the University take appropriate steps to satisfy the candidate meets the required criteria for the role.* |  |
| IR35 – Please complete an [Employment Status Check](https://ed.unidesk.ac.uk/tas/public/ssp/content/serviceflow?unid=ec252520094e46bb9462e1b32a220c0e) to check if this assignment is within scope for off-payroll working rules/legislation. Further information can be found on the [Employment/IR35 Status (sharepoint.com)](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Employment-IR35-Status.aspx)  If in scope, attach a copy of the IR35 (Employment Status) test result for Framework Contractors. Retain a copy for your own audit purposes. | Choose an item. |
| Deadline date for submission of responses (and CV’s). |  |

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| **Section C: Framework Contractor Response** (To be completed by Framework Contractor(s) putting forward the interim worker). | | | |
| **Details** | **Framework Contractor Response** | | |
| Number of CV’s enclosed |  | | |
| Framework Contractor Contact Name |  | | |
| Telephone Number |  | | |
| Contact email |  | | |
| Contact Address |  | | |
|  | **Interim Worker A** | **Interim Worker B** | **Interim Worker C** |
| Is the interim worker available to start on the date indicated in Part A? If no please detail confirmed start date? |  |  |  |
| Is the interim worker available for the full duration of the interim assignment as indicated in Part A? |  |  |  |
| Does the interim worker match the appropriate skills, competences, experience and qualifications? |  |  |  |
| Does the interim worker have the appropriate security clearance? |  |  |  |
| State PAYE or Ltd Company Contractor |  |  |  |
| Can the interim worker work at the normal place of work/location; and travel (where required) as indicated in Part A? |  |  |  |
| Daily Pay/Wage Rate (£) |  |  |  |
| Daily Pay/Wage Rate (£) – **a full breakdown is required** (e.g. Including Tax, National Insurance (NI), Working Time Regulation (WTR) Rate (£) and anything else as appropriate) (excluding VAT) |  |  |  |
| Commission Rate per Day (£) - in accordance with Framework Agreement rates (excluding VAT) |  |  |  |
| Total Daily Charge Rate (i.e. Daily Pay/Wage Rate plus daily Commission Rate etc.) excluding VAT) (£) |  |  |  |
| In addition please see enclosed CV for each interim worker being put forward for the assignment. | | | |
| **Notes for Framework Contractors**  As a minimum, CV’s should contain details in response to the essential and desirable criteria noted in Part A.  Where a mini competition between Framework Contractors is being undertaken, the Framework Public Body shall award the Call-Off Contract to the Framework Contractor which has submitted the most economically advantageous proposal, on the basis of the mini competition award criteria as stated in Part A.  **Please complete section 5 in full and sign the declaration as this will act as the quote for the service to the hiring manager. Please return the completed form to the hiring manager along with the CVs.**  Please see the [Information for Suppliers](https://www.ed.ac.uk/procurement/informationforsuppliers) webpage for invoicing procedures. | | | |

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| **Declaration**  **I confirm that the proposal submitted for this Call-Off Contract requirement will be governed by the terms and conditions of the Scottish Procurement Collaborative Framework Agreement (including Schedule 5 Standard Terms of Supply) for the provision of** Choose an item.(select Framework Agreement Title, as appropriate). | |
| Name |  |
| Signature |  |
| Date (dd/mm/yyyy) |  |
| Framework Contractor |  |