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| Agency Worker Request Form  (Administrative and Manual or Domestic and Catering Staff) | |
| **Guidance** | |
| **This form should be used to:**  1. Request an agency worker from the first ranked Agency Framework Contractor for Administrative and Manual staff, or  2. For mini-competition (inviting ALL Temporary Staff Services Framework Contractors), or  3. Request an agency worker from the TUCO Framework Supplier for Domestic and Catering Staff  **Framework Suppliers**  **Temporary Worker – Administrative and Manual Staff**  1. Venesky-Brown Recruitment: [professionalservices@venesky-brown.co.uk](mailto:professionalservices@venesky-brown.co.uk)  2. Blue Arrow: [Siobhan.Reilly@Bluearrow.co.uk](mailto:Siobhan.Reilly@Bluearrow.co.uk)  3. Brightwork Ltd: [scotgov@brightwork.co.uk](mailto:scotgov@brightwork.co.uk)  4. ASA Recruitment: [scotgov@asarecruitment.co.uk](mailto:scotgov@asarecruitment.co.uk)  If the first ranked Framework Contractor (Venesky-Brown) is not able to fill request you can work through suppliers (in rank order) until the requirement is filled.  **TUCO Framework Supplier – Temporary Worker – Domestic and Catering Staff**  1. Blue Arrow – [Siobhan.Reilly@Bluearrow.co.uk](mailto:Siobhan.Reilly@Bluearrow.co.uk)  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://uoe.sharepoint.com/sites/Procurement2/SitePages/People%20&%20Money%20User%20Training%20Guides.aspx) 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/agency-workers-and-interim-contractors) and the [How to Buy](https://uoe.sharepoint.com/sites/Procurement2/SitePages/How%20to%20Buy.aspx) webpages.  **Framework Suppliers -** Please see the [Information for Suppliers](https://www.ed.ac.uk/procurement/informationforsuppliers) webpage for invoicing procedures. | |
| **Section 1: Hiring Manager Details** | |
| Hiring Manager name |  |
| Telephone number |  |
| Contact Email address |  |
| College/Professional Services Group |  |
| School/Department address |  |
| Work location (if different from the above) |  |
| **Section 2: Essential ordering information** | |
| Agency Framework | Choose an item. |
| Administrative and Manual only - Is this a mini-competition (i.e. inviting all framework contractors to respond)? | Yes  No |
| If No please select the Framework Supplier | Choose an item. |
| **Section 3: Details of requirement** | |
| Hours of Work (e.g. 9am-5pm) |  |
| Duration period (including any optional extension where required):  *[For example, 01 May 2023 – 31 June 2023 with an option to extend for an additional 4 week period]* |  |
| Number of agency workers required |  |
| Reason for additional resources required |  |
| Job title |  |
| Grade |  |
| Required start date (dd/mm/yyyy) |  |
| Nature of work duties |  |
| Essential skills, competencies or qualifications |  |
| Desirable skills |  |
| Will they be supervised or working on their own? |  |
| Is a Disclosure or PVG required? | Yes  No |
| Travel Required (if applicable please provide details) |  |
| Other comments/special requirements, such as specific systems knowledge: |  |
| Deadline for Responses/CV’s |  |
| Proposed Date for Interviews (if required)  *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.* |  |
| **Section 4: Pay information**  Please refer to the detailed pay scales available from the [Job Catalogue](https://www.ed.ac.uk/human-resources/recruitment-guidance/agency-worker-job-catalogue) webpage to complete the below. | |
| Pay per hour |  |
| Cost per hour |  |
| Name of requestor |  |
| Signature |  |
| Date (dd/mm/yyyy) |  |

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| **Section 5: Framework Contractor Response** (To be completed by Framework Contractor(s) putting forward the temporary worker). | | | |
| **Details** | **Framework Contractor Response** | | |
| Number of CV’s enclosed |  | | |
| Framework Contractor Contact Name |  | | |
| Telephone Number |  | | |
| Contact email |  | | |
| Contact Address |  | | |
|  | **Temp Worker A** | **Temp Worker B** | **Temp Worker C** |
| Is the temporary worker available to start on the date indicated in Section 3? If no please detail confirmed start date? |  |  |  |
| Is the temporary worker available for the full duration of the assignment as indicated in Section 3? |  |  |  |
| Does the temporary worker match the appropriate skills, competences, experience and qualifications? |  |  |  |
| Does the temporary worker have the appropriate security clearance? |  |  |  |
| Can the temporary worker work at the normal place of work/location; and travel (where required) as indicated in Section 1? |  |  |  |
| 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 |  |