



INVITATION TO TENDER

Table of Contents

1.	Background Information on Plan International	2
2.	Summary of the Requirement.....	2
2.1	Overview.....	3
2.2	Instructions to Tenderers	3
2.3	Key Dates and Timelines.....	4
2.4	Pricing.....	4
3.	Specification and Scope of Requirement	4
4.	Selection Criteria	5
5.	Evaluation of offers	7
6.	Terms & Conditions	8
7.	Plan International's Ethical & Environmental Statement	8
8.	Submission Checklist	9

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://plan-international.org/strategy>

2. Summary of the Requirement

Plan International are seeking to put in place a long-term agreement with a company who will provide the following services on Plan International's behalf:

- DBS (Basic, Standard and Enhanced)
- Certified IDSP for Right to Work in the UK
- International Vetting Background Checks.

The purpose of this is to strengthen our onboarding and vetting process for new starters, these checks must be carried out in a timely manner to enable onboarding of new recruits as quickly as possible.

Plan International recruited staff may work in the UK or internationally. To ensure we safeguard our vulnerable service users, we must ensure appropriate screening has been undertaken on prospective staff. This is due diligent hiring to safeguard our programme participants, our staff in general, our donors' resources and support the organization mission and protect our organisation's reputation and avoid any damages; this will ultimately improve our screening strategy for Plan International. All UK and international staff undergo basic background checks when joining the organization and a renewal background checks if the employee's circumstances change. Staff based in the UK must also undergo a right to work in the UK check with a certified IDSP provider.

The scope of this ITT covers international personnel (expatriates), staff in Plan's Headquarter/Global Hub (located in Woking, England.) and roles based elsewhere. It will also cover staff based out of GH/Woking should they not have 5 years' history of UK residence in the last 5 years.

Plan International currently request an estimated of 150 DBS checks per year and around 200 International Background Checks per year across a variety of countries around the globe. These background screenings normally cover criminal records and sex offender registers.

Due to fast paced the nature of our work; helping communities at times of crisis across the world, we need a provider who can support us by carrying our security and background checks quickly and efficiently. Ideally, we are looking for a service provider with a cloud based platform that is user friendly and accessible to users via mobile devices. We would also welcome service providers who can offer access to a Dashboard where we can track progress of checks.

Plan currently employs approximately 9,884 staff from around the world, and as such, it seeks to engage an experienced provider that will be able to provide a high quality, fast, efficient and cost-effective service, on an international basis.

2.1 Overview

Plan International are inviting interested parties to submit a Proposal as part of a competitive process for the provision of **1) DBS (basic and enhanced) 2) Certified IDSP for Right to Work in the UK and 3) International Vetting Background Checks** for international staff and emergency deployments. Plan's preference is for a single provider to provide all these three services. However, bidders can send proposal for one, two or all three elements of this ITT.

Successful Bidder(s) will be expected to enter into a Long Term Agreement on a non-exclusive basis with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

2.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9.1 of this ITT document, **'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- ITT FY23 0174 - Background screening and Digital Right to Work (Tender Dossier)
- ANNEX A – Pricing Schedule
- ANNEX B - Technical Questions
- ANNEX C - Supplier Questionnaire
- ANNEX D - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number: [ITT FY23 0174 - Background screening and Digital Right to Work](#)

2.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	1st December 2022
Deadline for supplier submission of clarifications or questions	12 th December 2022
Deadline for Plan to respond to clarification questions	14 th December 2022
Deadline for submission of Proposals	22nd December 2022
Supplier demos / interviews	w/c 9 th January 2023
Contract Award	w/c 23rd January 2023
Implementation Period	w/c 30 th January 2023

2.4 Pricing

Bidders are required to complete the pricing schedule (Annex A) separately. All prices must be quoted in GBP and exclusive of Value Added Tax (VAT). If the provider is based outside the UK please provide pricing in GBP and invoicing currency.

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage (as applicable)

3. Specification and Scope of Requirement

- Easy online application
- User notification alerts for when candidate certificate is issued
- Application tracking
- Main users must have visibility of all applications
- Clear and on-time billing
- Login platform that provides separate user accounts to end users.
- Efficient turnaround
- Speedy turnaround option for emergency situations (when staff need to be deployed within 72 hours or less)
- Account management
- Out of hours customer service
- Reporting and analytics functionalities embedded in the online tool.
- Dashboard facility to enable progress of checks to be viewed
- Easy user experience
- Compliance with all relevant data management regulations (including GDPR)
- Data must be securely stored and in line with GDPR.
- Account implementation and training for end users
- Online access for candidates for self-service set-up / candidate customer service experience
- Online account management interaction for both employer and candidates / proactive customer service experience
- Automated rechecks option
- Integration with other Plan systems (optional)
- Value for money
- Must have the relevant accreditations to carry out background screenings
- Help us understand local regulations around criminal reporting

4. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in **your Technical Proposal, the Pricing Schedule** and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> ▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. ▪ Agreement to our mandatory policies as set out in 'Annex E- Non Staff Code of Conduct.' 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.

Technical Proposal		<ul style="list-style-type: none"> • Easy online application • Easy user experience • User notification alerts for when candidate certificate is issued • Application tracking • Main users must have visibility of all applications • Login platform that provides separate user accounts to end users. • Online access for candidates for self-service set-up / candidate customer service experience • Online account management interaction for both employer and candidates / proactive customer service experience • Automated rechecks option • Integration with other Plan systems (optional) 	65%
	Invoicing	<ul style="list-style-type: none"> • Invoices contain information about candidate and type of screening • Invoices are issued on time and include Purchase Order Number for easier processing 	
	Account Management	<ul style="list-style-type: none"> • Designated account manager • Out of hours customer service 	
	Reporting	<ul style="list-style-type: none"> • Reporting and analytics functionalities embedded in the online tool. • Dashboard facility to enable progress of checks to be viewed 	
	Data Privacy	<ul style="list-style-type: none"> • Compliance with all relevant data management regulations (including GDPR) • Data must be securely stored and in line with GDPR. 	
	Accreditations	<ul style="list-style-type: none"> • Must have the relevant accreditations to carry out background screenings • Help us understand local regulations around criminal reporting 	

		Implementation	<ul style="list-style-type: none"> Account implementation and training for end users Training material is available 	30%
		Turnaround	<ul style="list-style-type: none"> Efficient turnaround Speedy turnaround option for emergency situations (when staff need to be deployed within 72 hours or less) 	
	Financial Proposal	Pricing Schedule	<ul style="list-style-type: none"> Completion of 'Annex B – Pricing Schedule' with all requested information Fixed pricing Economically advantageous for the organisation 	
Gender Responsive		Gender Sensitive Practices and Policies	<p>As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following:</p> <ul style="list-style-type: none"> If headed up by a woman If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women. If the % of women in management positions is over 35% If % of women workers is 55% or above If robust gender equality initiatives are in place and active. E.g. WEPS signed, gender equality procurement policy, any additional gender-sensitive program implemented. 	5%

5. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation (if applicable)
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

8. Submission Checklist

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.

Document	Form
Annex A- Pricing Schedule	Please complete with all requested information and return in excel format.
Annex B - Technical Questions	Please complete with all requested information and return in word format.
Annex C - Supplier Questionnaire	Please complete with all requested information and return in word or pdf format.
Annex D - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.