

Item 7 Appendix 2 GP 12th Feb 2020 - Comparison of HR Quotes

	Supplier (A)		Supplier (B)		Supplier (C)		Supplier (D)		Supplier (E)			
Criteria	Importance - proportion out of 100%		Weighting Score 0-10 low-high	Weighting x importance	Weighting Score 0-10 low-high	Weighting x importance	Weighting Score 0-10 low-high	Weighting x importance	Weighting Score 0-10 low-high	Weighting Importance	Weighting Score 0-10 low-high	Weighting Importance
History	1	Set up in 2010 as specialist service to schools although they offer and adapt services to other organisations, currently mainly small charities	2	2	6	6	4	4	6	6	5	5
Size	2	No information available	2	4	3	6	2	4	3	6	2	4
Type of Contract	5	Piecemeal relationship on specific services only.	5	25	10	50	10	50	8	40	6	30
Cost of contract/5 year cost	5	Pay as You Go- £55+VAT per hour (minimum 30 minutes) + £30+VAT for site visits within 25 miles radius. £2.058 + unknown amount each year with annual price rises and the purchase of additional services.	3	4	6	30	7	35	0	0	0	0
Level of support	10	Piecemeal. Covers only HR advisory/consultancy and contract administration	5	50	10	100	8	80	9	90	9	90
Initial HR audit provided	1	No	1	1	5	5	5	5	5	5	8	8
On line HR management system and APP (Bright HR)	2	No	1	2	5	10	2	4	5	10	0	0
Helpline	3	Advertised as 8am-6pm, Monday to Friday. Urgent out of hours contact is available - leave a message on the answering machine and they will contact you.	5	15	7	21	3	9	7	21	7	21
Policies, procedures and documents	10	There is a stock range of policies written for schools that can be adapted- these cost up to £90+ VAT each or £800 + VAT for full range. October email recommends 6 core policies at a cost of £30-£90 + VAT each plus a further 4 policies. There are a further 25 policies which include Equality, Bullying and Harassment, Recruitment, Complaints, Freedom of Information, Safeguarding etc. A draft handbook (6-7 pages) would entail roughly 3 hours work at £55 + VAT per hour. The policies have been agreed with local (Calderdale) union representatives and are provided in Word format for local adaptation. Purchasers of the Portfolio are enrolled into a subscription service for updates. This is distributed on an	5	50	10	100	10	100	10	100	8	80
Advice on employment law	5	Pay as You Go- £55+VAT per hour (minimum 30 minutes) + £30+VAT for site visits within 25 miles radius	5	25	10	50	10	50	10	50	10	50

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Recruitment support	3	Advice on recruitment and contract administration included. Full bespoke recruitment support is £2,200+VAT or separate charges for piecemeal support	3	9	5	15	3	9	5	15	5	15
Appraisal	3	Advice only included	3	9	6	18	4	12	6	18	6	18
Staff induction, training and development.	3	Occasional seminars provided on HR topics	2	6	4	12	0	0	4	12	0	0
Support with HR processes such as grievance, discipline and mediation	10	Advice included. Can attend site at additional cost	2	20	4	40	3	30	4	40	4	40
Includes insurance to cover legal issues	10	Not included	0	0	10	100	0	0	10	100	0	0
Tribunals	10	Advice only included	3	30	10	100	3	30	10	100	8	80
Provision of payroll services	5	Not included but can be offered at extra cost through 3rd party organisation	0	0	5	25	0	0	0	0	0	0
Health and safety policies, audit, support and guidance	0	Not included	0	0	2	0	2	0	2	0	0	0
Employee Assistance Programme	1	Not included but can be offered at extra cost on a PAYG arrangement through 3rd party organisation	0	0	4	4	0	0	4	4	0	0
Disclosure and Barring Service - safeguarding	1	Not included but can be offered at extra cost on a PAYG arrangement through 3rd party organisation	0	0	0	0	0	0	0	0	0	0
Testimonials	5	No record	0	0	5	25	5	25	5	25	4	20
Level of financial risk to budget from unexpected issues	5	Potentially high	0	0	10	50	5	25	10	50		
	100		47	4700	137	13700	86	8600	123	12300	82	8200