Government Commercial Agency

ESPO YPO

Department for Education

Buyer guide

RM6376

Supply Teachers and Education Recruitment

Last updated: 1st May 2026

Contents

Key information

Category	Description
Agreement ID	RM6376
Open Contracting Identifier (OCID)	ocds-h6vhtk-050236
Agreement name	Supply Teachers and Education Recruitment
Agreement type	Closed
Relevant legislation	Procurement Act 2023
Agreement duration	3 Years, with the option of a 1 year extension
Start date	30th April 2026
End date	29th April 2029 (with optional 1 year extension)
Maximum contract length	N/A
Scope of the agreement	This framework, let under the Procurement Act 2023, gives UK schools, colleges, education establishments, and other public authorities, access to temporary, fixed-term, and permanent teachers, education support staff and non-teaching staff. It was procured in partnership with YPO and ESPO, and is mandated by the Department for Education for single and multi academy trusts (MATs) from September 2026 .
Buying options	Award with competition / Award without competition - Award without Competition is recommended for Lot 1.

Category	Description
Can be used by	All educational establishments in the public sector can use this agreement. From September 2026, single and multi-academy trusts are mandated to procure supply staff through the framework agreement. The mandate is published in the 2026 Academy Trusts Handbook and aims to provide better value for money for trusts. For more information read DfE's guidance on the supply staff mandate. Local authority schools can also use the framework. Organisations that may use the framework include: ● schools (primary and secondary, maintained and academies) ● further and higher education establishments ● nurseries and pre-schools ● other public sector organisations with educational needs such as local authorities, central government departments, hospitals and prisons
Contract notice	https://www.find-tender.service.gov.uk/Notice/074937-2025?origin=SearchResults&p=1
Contact details	Email: supplyteachers@gca.gov.uk Telephone: 0345 410 2222
Guidance	Check the procurement terms glossary for key definitions and the Procurement Essentials articles for guidance on navigating public sector procurement.

Agreement scope and suppliers

Services

The services you can buy through this agreement have been divided into 2 lots. See below for more information on each of these lots.

Lot	Lot name	Lot description
1	Teachers and Education Recruitment	Use our agency selection tool to hire temporary, fixed term, and permanent workers directly from a recruitment agency.
2	Managed Service	Appoint a managed service provider (including Master and Neutral Vendor models) who will provide all of your staffing needs. The recruitment business will use their supply chain of other agencies to support meeting your staffing needs where needed.

For further information, check agreement specification under the Documents section on the RM6376 webpage or contact us at: info@gca.gov.uk.

Suppliers

An up to date list of suppliers is available here, with supplier contact details. You can also access this information through our Agency Selection Tool, along with Supplier Mark-up pricing.

Suppliers must demonstrate worker background checks being conducted in compliance in line with the Keeping Children Safe in Education standards, whilst adhering to the below Supplier Checks, set out in framework Terms and Conditions.

Supplier checks

GCA conducts key checks on suppliers under this framework, which are outlined in this section. However, we recommend that you also do your own checks.

Area	**What GCA has done**	**What you should be aware of**
Supplier Audited Accreditation	GCA ensures that Suppliers conduct worker background checks in compliance with the Keeping Children Safe in Education (Kcsie) standards by, ensuring all suppliers maintain audited accreditation from at least one of the below organisations; • Recruitment and Employment Confederation (REC) • APSCo - The Association of Professional Staffing Companies • Neuven Consult • LawSpeed	Supplier accreditation is closely monitored by GCA. If a supplier on the agreement has a lapsed accreditation, they will be suspended from the agreement. You can ensure that your chosen supplier(s) have the necessary accreditation by regularly checking the GCA website for our updated supplier list.
Carbon Reduction Plans (PPN 06/21)	GCA has confirmed that all suppliers under lot 2 have a Carbon Reduction Plan. GCA monitors these plans on an ongoing basis.	To find a supplier's current Carbon Reduction plan, go to their search entry and click the link labelled 'Read this supplier's Carbon Reduction Plan'.

Area	What GCA has done	What you should be aware of
Government Buying Standards	All suppliers under the framework have agreed to meet the relevant Government Buying Standards whenever required by the buyer.	As part of your tender, you can include Government Buying Standards as requirements to help reduce the environmental impact of your procurement. For more guidance, go to Sustainable Procurement: Government Buying Standards.
Modern slavery	GCA has assessed the risk of modern slavery and determined it to be low risk. For lots classified as medium or high risk, we require suppliers to complete the Modern Slavery Assessment Tool (MSAT). GCA ensures that all suppliers in this agreement comply with the Modern Slavery Act 2015.	You may wish to conduct modern slavery checks on suppliers based on your organisation's policies and the specific risks linked to the products or services you are purchasing. This may include using the Modern Slavery Assessment Tool (MSAT).
Public sector equality duty	GCA has included considerations and exclusion criteria with regards to equality and employment law during pre-market engagement.	You must ensure that your organisation complies your Statutory Duty under the Equality Act 2010. Think about end-users early, and consider how you can use the procurement process to address potential issues, using tools like the Social Value Model.
Social value	For this agreement, GCA has applied the Social Value Model	If you are a central government organisation, you must use the

Area	What GCA has done	What you should be aware of
	under insert PPN 002. All suppliers in this framework have committed to delivering social value across themes referred in ‘Step 3: Create specification and evaluation criteria’ of this guide.	Social Value Model within the relevant PPN. Refer to Step 3 in this guide for model qualitative questions and model award criteria. This model may also be used by non-central government public sector departments.

Financial information and cyber security checks

Area	**What GCA has done**	**What you need to do**
Cyber Essentials	Suppliers in both Lot 1 and 2 have obtained or committed to obtaining Cyber Essentials certification before starting a contract.	You may wish to check if suppliers meet Cyber Essentials when using the agreement. You can also ask for extra cyber checks based on your policies and the product or service.
Financial assessments	GCA has assessed the economic and financial standing of suppliers based on the [Sourcing Playbook](), assigning each lot a risk level: ‘Gold’ (most critical), ‘Silver’, or ‘Bronze’ (least critical). Lot 1 has been assessed to the Bronze level Lot 2 has been assessed to the Silver level	You may choose to rely on the financial assessment conducted by GCA. However, GCA recommends that for high value and high profile contracts, conduct their own financial stability assessments.

Insurance liability levels	GCA has verified that all suppliers have credible and valid basic insurance certifications for professional indemnity, product/public liability, and employer liability. They are as follows - Valid Employers' Liability Insurance of £5,000,000; Valid Public Liability Insurance of £5,000,000; Valid Professional Indemnity Insurance £1,000,000.	You can request suppliers to provide extra insurance beyond what is covered by the framework, based on your needs.
Prompt payment (PPN 10/23)	GCA has verified that all suppliers meet the requirements in PPN 10/23 where relevant.	You must pay all invoices within 30 days of receipt.

Suppliers who fail to meet the framework’s terms and conditions can be removed from the agreement at any time. Therefore, we suggest regularly checking the list of approved suppliers on the agreement homepage on the GCA website.

GCA routinely checks suppliers against the debarment list. It is important for you to verify that no suppliers in the framework appear on this list.

Small and Medium-Sized Enterprises (SMEs) and Voluntary, Community, and Social Enterprises (VCSEs)

GCA recognises the challenges SMEs and VCSEs face in accessing public procurement and has implemented measures to support their participation. 86% of suppliers awarded to Lot 1 of the framework, and 44% of the suppliers awarded to Lot 2 of the framework agreement, are SMEs. For further information on our commitments to SMEs and VCSEs, go to GCA SME Action Plan 2025.

Pricing

The mark-up rates suppliers can charge on this agreement are capped in line with Department for Education guidance. Worker pay is agreed locally between the school and agency, and statutory costs are charged in line with the relevant legislation.

The mark-up rates suppliers can charge for each role type cannot exceed those in the below table. All rates submitted by suppliers are maximums and may be reduced at Award Stage, utilising Award with Competition.

Role Type	Price Ceiling
STEM Teacher: (Incl. Qualified Teachers, Tutors)	**Must not exceed £45**

Non-STEM Teacher: (Incl. Qualified Teachers, Tutors)	**Must not exceed £40**
Educational Support Staff: non-SEND (incl. Cover Supervisor, Teaching Assistants and unqualified teachers)	**Must not exceed £36**
Educational Support Staff: SEND (incl. Cover Supervisor, Teaching Assistants and unqualified teachers)	**Must not exceed £38**
Senior Roles: Headteacher and Senior Leadership positions	**Must not exceed £55**
Facilities Management: (Caretakers, site roles etc)	**Must not exceed £36**
Admin &; Clerical: (Office Staff, Finance/IT support)	**Must not exceed £32**
Other Roles: (invigilators, cleaners etc)	**Must not exceed £34**

You can find information about supplier charge rates on our Agency Selection Tool.

How to buy

This section is split into two parts.

Part A should be followed for simple teacher and education staff bookings, typically under lot 1 of the framework.

Part B outlines a more detailed process which may be followed for more complex contracting requirements, such as managed services, typically under lot 2 of the framework agreement.

For all procedures, you should consider the guidance on publication of Notices under Procurement Act 2023 to ensure you are meeting your obligations around transparency..

Full details of the award procedures can be found in Framework Schedule 7 - Call Off Award Procedure, which can be found on our website. You can always request advice and support on your contract award by contacting us at supplyteachers@gca.gov.uk.

PART A

This Part should be followed for simple teacher and education staff bookings, typically under lot 1 of the framework.

1. **Get Approval**

You should engage with your relevant internal stakeholders to ensure that you have the approval and budget to secure a temporary worker or supply teacher, and that any internal governance requirements have been met.

2. **Access our Agency Selection Tool**

You can access our Agency Selection Tool to access information to support your award.

If you are a school in England and already have a Department for Education sign-in, you can use the Agency Selection Tool to select your supplier. If you are a school in England and do not have a DfE sign-in, you can register for the portal on the DfE website.

If you are a school in Scotland, Wales or Northern Ireland or you are another type of customer, you will need to email the team to request access by contacting info@crowncommercial.gov.uk . You will then be sent instructions on how to gain access to the Agency Selection Tool.

3. **Use the Agency Selection Tool to identify or short list suppliers**

You can use this tool to:

- find and hire a worker using an agency
- hire a specific person using an agency (a 'nominated worker')
- view the rates agencies charge
- create a shortlist of agencies based on your needs and download it
- calculate the maximum you could be charged to make your agency worker permanent
- view a list of all the agencies on the Supply Teachers and Education Recruitment agreement

To use the tool, you will need to know the type of worker (job role). You will then be able to search for suppliers by distance from your organisation.

4. **Contact your chosen Supplier**

Once you have identified your chosen supplier, you can reach out to them directly to confirm the availability of an appropriate worker, and to discuss the detail of your requirement. Contact details are available on our website and via our Agency Selection Tool.

5. **Complete an Order Form**

For simple worker requirements under Lot 1, and where you are not changing the terms of the framework agreement, you should award your contract using our Short Order Form.

You should complete the Order Form, retain a copy for your file, and share a copy with your chosen supplier. You can use the requirement section of the form to further define your needs.

You may complete an Order Form for your individual worker requirement, or complete one to cover your relationship with the supplier for a period of time (and then other worker requirements can be awarded under the same terms without having to complete a new Order Form for each assignment).

PART B

This Part should be used when awarding a Contract for more complex requirements such as Managed Services, including under Lot 2.
This list shows a step-by-step process of how to buy from this agreement.

Step	Instruction
1	Access agreement Register to agreement platforms Consider publishing UK1 pipeline notice Check your sourcing tool
2	Engage with suppliers Conduct pre-market engagement
3	Write specification and evaluation criteria Write your specification Design an evaluation approach
4	Choose a procurement route When to run award with competition (Option A) When to use award without competition (Option B)
5	Option A: Award with competition *(previously called Further Competition under PCR 2015)* Shortlist suppliers Design your competition Invite suppliers to bid Evaluate suppliers
6	Option B: Award without competition *(previously called Direct Award under PCR 2015)* Select your supplier and get approval
7	Communicate outcomes Notify your suppliers Publish a UK6 contract award notice

Step	Instruction
8	Complete your call-off contract Put together and sign your contract Publish a UK7 contract details notice

1. Access the agreement

Before using this agreement you should ensure that you have received the necessary budget approval and agreed your procurement strategy with your internal teams.

Buyers from the Central Government (including arm's length bodies) also need to follow the Cabinet Office Spending Controls when buying common goods and services. Please check spend controls guidance to check whether your tender requires pre-approval.

Central government departments must also follow the Sourcing Playbook. During the procurement planning stage, ensure you follow the guidance on project validation reviews, and delivery model assessments, found in chapters 2 and 3.

Finally, if you are interested in procuring AI or if AI forms a significant part of your requirements, check our AI Buyer's Guidance for further information.

Transparency notice reminder. All contracting authorities with an annual spend of over 100 million pounds, are required to publish pipeline notices listing procurements planned for the next 12 months which are estimated to cost over 2 million pounds. For further details, go to Guidance: Pipeline Notice.

Register to agreement platforms

To comply with the requirements of the Procurement Act 2023, buyers need to register themselves on the Central Digital Platform. For further information, go to Guidance: Central Digital Platform.

Check your sourcing tool

To communicate with suppliers and run the buying process you will need to use email or a sourcing tool. This can be your organisation's sourcing tool, or GCA's eSourcing tool. To use this tool, you need to complete the eSourcing registration form. You can find more information about this tool in the eSourcing buyer guide.

2. Engage with suppliers

Pre-market engagement allows you to informally gather information to help shape your procurement process. You can also use pre-market engagement to gather ideas on new products and services, and understand if there are market developments that influence your requirements.

Conduct pre-market engagement

The main way you can gather market information is by issuing a Request for Information (RFI) to your suppliers. You can do this through your own eProcurement tool or use the GCA eSourcing tool.

If your agreement includes or expects participation from SME suppliers, you can use pre-market engagements to engage with SMEs working in your sector. Remember that you should keep a record of all pre-market engagement activities. All suppliers in your chosen lot should be invited to join pre-market engagement activities.

3. Create specification and evaluation criteria

A specification is also known as a 'statement of requirements'. This is a description of the goods and services the supplier will provide during the contract. To evaluate how different suppliers will deliver against your specification, you will need to develop evaluation criteria.

Write your specification

Your specification is essential for communicating to your suppliers what you need. You can read GCA's guide on 'How to write a specification' for general advice.

Design an evaluation approach

Once you have defined your requirements, you have to decide how you will evaluate suppliers against these. Below are some examples of potential criteria and their weightings. These weightings could vary depending on whether you are using an award with competition or an award without competition.

Quality criteria

To evaluate quality you can consider:

- approach to delivery of the services/methodology, including the strategies, expertise, methods, materials, and procedures in the proposal
- technical merit, including the competence, skills, and experience of the management, professional, and technical personnel proposed for the project
- ways of working, including the proposed management systems and methods, project management tools, software, touchpoints, etc.

Price criteria

Suppliers under all lots of the framework agreement have submitted their maximum supplier fees in conjunction with DfE capped rates. You can access supplier pricing via the Agency Selection Tool to support your call off procedure.

Social value criteria

PPN 002 requires all central government departments to consider social value in their evaluation criteria. This agreement is focused on the following themes and policy outcomes from the PPN 002 Social Value Model:

- 2. Skills for growth: supporting growth sectors and addressing skills gaps;
- 3. Resilient, innovative and flexible supply chains; and
- 6. Employment and training for those who face barriers to employment

You may test any of the Social Value themes that are detailed in PPN 002 in your own compliant call off procedure.

GCA recommends that you discuss social value questions during pre-market engagement activities. For more guidance on how to evaluate social value check GCA Procurement Essentials: Social Value. Remember that social value should:

- be assessed based on quality, not quantity
- be relevant to the contract or framework
- be proportional to the contract value
- not ask for cash lump sums

Check the Social Value Model Quick Reference Table for example questions and award criteria.

Weightings

Weightings are detailed in Framework Schedule 7 - Call Off Award Procedure, which can be found on our website.

4. Choose a procurement route

When buying through this agreement, you can conduct an award with competition between available suppliers or award the contract directly to a specific supplier.

When to run award with competition

An award with competition - previously known as 'further competition' - is usually the best route to market for high-value services. It is a thorough, open, and fair method to find the best price for your requirements. GCA recommends running an award with competition for most contracts.

This is the recommended procedure under lot 2 of the framework.

When to run an award without competition

An award without competition - previously known as 'direct award' - is usually the best route to market for urgent requirements, and for low value goods and services. Remember that you can still engage with suppliers prior to using an award without competition. Please note that GCA always encourages you to seek your own legal advice if required and cannot advise on specific cases.

This is the recommended procedure under lot 1 of the framework.

5. Option A: Award with competition

Once you have decided that award with competition is the best route to market for you, follow the guidance below. For further guidance and support on designing a bespoke competition that suits your needs, reach out to GCA on info@gca.gov.uk to talk to your commercial agreement manager.

Shortlist suppliers

You may choose to shortlist suppliers, including by using our Agency Selection Tool. If you are unsure if you are able to shortlist suppliers, then you should invite all capable suppliers on your chosen Lot.

Design your competition

You can structure your competition in as many stages as relevant to your specific procurement.

You should ensure that your intended process, and detail of how you intend to evaluate bids, is clearly detailed in your bid documents.

Invite suppliers to bid

Before you invite your suppliers to bid, prepare all the documents you need, including:

- Invitation to Tender (ITT): a formal procurement document which invites suppliers to bid for the contract. This document should include a timetable, instructions for suppliers on how to ask questions and submit a bid, your specification, and your evaluation criteria.
- Draft contract: a draft version of the call-off order form. See section ‘Complete your call-off contract’ for more information on how to do this.

Throughout the competition, you must notify successful suppliers about their progression to each stage.

Evaluate suppliers

Evaluate suppliers against set evaluation criteria at every stage of the competition.

Once you have selected your supplier, you need to communicate the outcome of your decision. See ‘Communicate outcomes’ for more information on how to do this.

6. Option B: Award without competition

Once you have decided that an award without competition is the best route to market for you, follow the guidance below.

Select your supplier and get approval

Full details of the available Objective Mechanisms for Award without Competition (AWOC), including under lot 2 of the framework, are detailed in Framework Schedule 7 - Call Off Award Procedure.

AWOC is the recommended route under lot 1 of the framework, and some detail on the buying procedure is included at Part A of this section.

After choosing a supplier, get approval for an award without competition according to your organisation’s governance process. Prepare a brief business case outlining the reasons for the award without competition. Once approved, share your requirements with the chosen supplier. If they can meet these requirements, award the contract and communicate the decision.

Transparency notice reminder. All contracting authorities are required to publish a 'transparency notice' when making an award without competition, regardless of the contract value. This notice should explain the reasons for the award without competition and must be published before the 'contract award notice' when one is required. For more information, go to Guidance: Notices and other information relevant to call-off contracts.

7. Communicate outcomes

When you have decided which supplier you will award your contract to, you need to communicate your decision.

Notify your suppliers

If you have conducted an award with competition you need to notify the successful supplier and all participating suppliers of your decision. These notifications should include constructive, written feedback to all participating suppliers and a full breakdown of their scoring.

You can allow a standstill period of 8 working days to give unsuccessful suppliers an opportunity to consider the feedback on their bid, request information, or call for a review of the award decision. This is mainly recommended for high value contracts.

Once the standstill period has passed, you can begin your contract with the winning supplier. If you have used an award without competition, you will only have to notify the awarded supplier.

Transparency notice reminder. All contracting authorities are required to publish a 'contract award notice' to inform about their intention to award a contract to a specific supplier or suppliers before the optional standstill period. This applies to all above-threshold competitive procurements and awards without competition. For more information, go to Guidance: Contract Award Notices.

8. Complete your call-off contract

When buying through GCA agreements, you have to put together and sign a contract with the supplier; this is called the ‘call-off contract’. GCA uses a specific contract structure called the Public Sector Contract.

The call-off contract is a document that governs the purchase and delivery of the services. It is formed of the call-off order form (signed by both parties) plus any applicable schedules.

If temporary employees are appointed under this framework, you will have to ensure that you and your supply chain adhere to off-payroll working legislation (IR35). For further guidance, go to [Guidance: understanding off-payroll working.]

Put together and sign your contract

Follow the steps below to guide you through the process of putting together and signing your contract:

1. Download the call-off order form. This document is the basis of your contract. Note that this document changes from one agreement to another, so make sure you check you are using the correct one.
2. Fill in the sections where input is required from the buyer.
3. You should be aware that there are certain terms and conditions agreed on by GCA and the suppliers when the agreement was created. These are found in the core terms, and the framework schedules. These apply to every purchase made through the agreement and can only be changed through the introduction of 'special terms'. See step 6 for information on doing this.
4. As well as the core terms and framework schedules, there are other terms and conditions that might be relevant to your contract. These are the joint schedules and call-off schedules. Some of these schedules are mandatory and others are optional. Optional schedules will be highlighted in yellow on the call-off order form. You will have to delete those which you don't want to include in your contract.
5. Check whether you need to fill in any information on the schedules you have selected. This will be indicated in each of the schedules.
6. When you have selected your schedules, you have to decide whether you want to add any 'special terms'. These are terms and conditions you want to include, but are not covered by available schedules. You can only do this if you choose to run an award with competition. If you use an award without a

competition you have to accept all the given terms and conditions.

7. Publish your draft contract together with your Invitation to Tender (ITT).

Once you have chosen your supplier, you need to finish and sign the contract. Once you have made any changes, send the contract to your supplier. Your supplier should be the first to sign the contract. After this, you can sign the final contract.

Transparency notice reminder. All contracting authorities are required to publish a 'contract details notice' setting out that they have entered into a public contract within 30 days of having entered a contract. When a contract is above £5 million, authorities are also required to publish a copy of the contract, including 3 KPIs. For more information, go to Guidance: Contract Details Notice.

Transparency notice reminder. During your contract all authorities are required to publish:

- a 'contract change notice' before modifying a contract, unless an exemption applies. For contracts valued at over £5 million, including the value of the modification, a copy of the modified contract must also be published within 90 days of the modification. For more information, go to Guidance: Contract Modifications.
- a 'payments compliance notice' within 30 days of the end of a reporting period if it made a payment under a public contract or a sum became payable under a public contract during the reporting period. For more information, go to Guidance: Prompt Payment Policy.
- a 'contract termination notice' following the termination of any public contract. For more information, please go to Guidance: Contract Termination.

9. Tell us what you think

We aim to make sure that this buyer guide is user-friendly and accessible for purchasing through this agreement. Please share your experience by completing this buyer guide feedback survey.