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Tender

## **CITB Recruitment Framework**

Construction Industry Training Board

F02: Contract notice

Notice identifier: 2023/S 000-001337

Procurement identifier (OCID): ocds-h6vhtk-039800

Published 16 January 2023, 7:05pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Construction Industry Training Board

Sand Martin House, Bittern Way, Fletton Quays

Peterborough

PE2 8TY

#### **Contact**

David Norfolk

#### **Email**

[david.norfolk@gov.sscl.com](mailto:david.norfolk@gov.sscl.com)

#### **Telephone**

+44 7935076443

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

United Kingdom

**Internet address(es)**

Main address

[www.citb.co.uk](http://www.citb.co.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Recruitment-services./P6H22A9K4Y>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

CITB Recruitment Framework

Reference number

PROC2022040

#### **II.1.2) Main CPV code**

- 79600000 - Recruitment services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

CITB wishes to procure a Framework of suppliers to support the recruitment process, seeking support at all levels up to Executive level. This will be for permanent, fixed term and contractor roles within CITB. CITB is inviting expressions of interest from organisations that would be interested in signing up to a CITB Recruitment Framework.

The Framework is open to any organisation that can meet CITB requirements, however only organisations who express an interest by Wednesday 15th February 2023 will be invited to progress to tender.

#### **II.1.5) Estimated total value**

Value excluding VAT: £800,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

## **II.2.4) Description of the procurement**

CITB wishes to procure a Framework of suppliers to support the recruitment process, seeking support at all levels up to Executive level. This will be for permanent, fixed term and contractor roles within CITB.

CITB is inviting expressions of interest from organisations that would be interested in signing up to a CITB Recruitment Framework on the CITB terms outlined above and in the uploaded Framework Agreement.

The Framework is open to any organisation that can meet CITB requirements, however only organisations who express an interest by Wednesday 15th February 2023 will be invited to progress to tender.

Suppliers successfully appointed onto the Framework will be expected to

- Source suitable candidates in line with job descriptions, experience and qualifications desired by CITB
- Meet with candidates either f2f or via teams before presenting them to CITB
- Vet candidates. CITB will carry out full vetting process for permanent and FTC candidates, however for temporary appointments the expectation is the agency would complete all relevant vetting (references, HMRC checks, DBS/PVG where required for specific roles)
- Prepare candidates for interviewing with CITB
- Recruiters will need to sign up to CITB Terms and Conditions. CITB require multiple suppliers signed up to provide options and flexibility. Suppliers will be paid upon the successful recruitment of each candidate (50% on start, 50% after 3-month probation). CITB are looking for recruiters to provide a % fee.

The Contract will be awarded for a period of 3 years with the option to extend for a further 12 months subject to review.

Further information in relation to the minimum service requirements will be set out in the

procurement and Contract documentation which will be available when the process opens in February 2023.

The level of interest received will dictate next steps. Further details will be communicated to all interested suppliers with a proposed timeline upon completion of the EOI stage.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £800,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

CITB will review the requirement on a regular basis to decide whether the Recruitment Framework will be renewed upon it's expiry.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 20

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/P6H22A9K4Y>

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 February 2023

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

## **VI.3) Additional information**

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Recruitment-services./P6H22A9K4Y>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/P6H22A9K4Y>

GO Reference: GO-2023116-PRO-21924453

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Construction Industry Training Board

Bircham Newton

King's Lynn

PE31 6RH

Email

[citb-procurement@gov.sscl.com](mailto:citb-procurement@gov.sscl.com)

Country

United Kingdom