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Tender

## **Executive and Non-Executive Recruitment Services**

The Minister for the Cabinet Office acting through Crown Commercial Service

F02: Contract notice

Notice identifier: 2022/S 000-004216

Procurement identifier (OCID): ocds-h6vhtk-031714

Published 14 February 2022, 10:45pm

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

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

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

#### **Email**

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### **Telephone**

+44 3150103503

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/ccs>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://crowncommercialservice.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://crowncommercialservice.bravosolution.co.uk/web/login.html>

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

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

Ministry or any other national or federal authority

**I.5) Main activity**

Other activity

Public Procurement for Executive and Non-Executive Recruitment Services

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## **Section II: Object**

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

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

Executive and Non-Executive Recruitment Services

Reference number

RM6290

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

- 79600000 - Recruitment services

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

Services

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

Crown Commercial Service, as the authority, intends to put in place an agreement for the supply of recruitment Services to UK public sector bodies including central government departments (and their arm's length bodies and agencies) and non-departmental public bodies, as well as wider public sector organisations, hereby known as the Customer.

This will be a replacement agreement for the Executive Search services found within Permanent Recruitment Solutions (RM6002).

It is anticipated that Executive and Non-Executive Recruitment Services will provide permanent, fixed term, inward secondment and supporting services including, but not limited to;

- Executive & Non Executive Recruitment
- Talent Development Services
- Talent Mapping
- Reserve Lists & Talent Pools
- Executive Development and Coaching
- Technology Services

## -International Recruitment

The number of suppliers to be awarded a Framework Contract for each lot is:

Lot 1 up to 50 Operators

Lot 2 up to 25 Operators

Lot 3 up to 25 Operators

CCS reserve the right to award a framework to any bidder whose final score is within 1% of the last position.

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

Value excluding VAT: £45,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services
- 79610000 - Placement services of personnel
- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UK - United Kingdom

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

The successful framework suppliers will be expected to provide core and non-core services to contracting authorities with candidate requirements at Grade 6, SCS1 & SCS2 or their equivalents across the Public Sector Core Services

- Customer planning
- Candidate identification and attraction
- Candidate assessment and evaluation
- Offer and appointment

#### **Non Core Services**

- Talent Development Services
- Talent Mapping
- Reserve Lists & Talent Pools
- Executive Development and Coaching
- Technology Services
- International Recruitment

The full scope of Lot 1 is set out in the Framework Schedule 1 (Specification) that is part of the Invitation to Tender documentation.

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

Quality criterion - Name: Quality / Weighting: 90% Technical

Price - Weighting: 10% Commercial

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

Value excluding VAT: £24,750,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 2 years, with an option to extend for 2 periods of 1 year (2+1+1). CCS reserve the right to extend lots by varying durations.

#### **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) Description**

#### **II.2.1) Title**

Executive Search - SCS3 & SCS4 (and equivalents)

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services
- 79610000 - Placement services of personnel
- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UK - United Kingdom

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

The successful framework suppliers will be expected to provide core and non-core services to contracting authorities with candidate requirements at SCS 3 & SCS 4 (or their equivalents across the Public Sector).

##### **Core Services**

- Customer planning
- Candidate identification and attraction
- Candidate assessment and evaluation
- Offer and appointment

##### **Non-Core Services**

- Talent Development Services
- Talent Mapping
- Reserve Lists & Talent Pools
- Executive Development and Coaching
- Technology Services
- International Recruitment

The full scope of Lot 2 is set out in the Framework Schedule 1 (Specification) that is part of the Invitation to Tender documentation

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

Quality criterion - Name: Quality / Weighting: 90% Technical

Price - Weighting: 10% Commercial

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

Value excluding VAT: £11,250,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 2 years, with an option to extend for 2 periods of 1 year (2+1+1). CCS reserve the right to extend lots by varying durations

### **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) Description**

### **II.2.1) Title**

Non-Executive and Public Appointments

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services
- 79610000 - Placement services of personnel
- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UK - United Kingdom

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

The successful framework suppliers will be expected to provide core and non-core services to contracting authorities with candidate requirements for either Non-Executive or Public Appointments (or their equivalents across the Public Sector).

Core Services

- Customer planning
- Candidate identification and attraction
- Candidate assessment and evaluation
- Offer and appointment

Non-Core Services

- Talent Development Services
- Talent Mapping
- Reserve Lists & Talent Pools
- Executive Development and Coaching
- Technology Services
- International Recruitment

The full scope of Lot 3 is set out in the Framework Schedule 1 (Specification) that is part of the Invitation to Tender documentation

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

Quality criterion - Name: Quality / Weighting: 90% Technical

Price - Weighting: 10% Commercial

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

Value excluding VAT: £9,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 2 years, with an option to extend for 2 periods of 1 year (2+1+1). CCS reserve the right to extend lots by varying durations.

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Candidates will be assessed in accordance with Section 5 of the 2015 Public Contract Regulations (implementing the directive) on the basis of information provided in response to an invitation to tender (ITT) registering for access.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

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

Open 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: Yes

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

### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 188-455082](#)

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

Date

16 March 2022

Local time

3:00pm

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

English

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

16 March 2022

Local time

3:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

As part of this contract notice the following documents can be accessed at:

<https://www.contractsfinder.service.gov.uk/Notice/2ae1d50c-1e8d-4060-9b7f-76e1bcd64d72>

- 1) Contract notice transparency information;
- 2) Contract notice authorised customer list;
- 3) Rights reserved for CCS framework.

On 2.4.2014 Government introduced its Government Security Classifications (GSC) scheme which replaced Government Protective Marking Scheme (GPMS). A key aspect is the reduction in the number of security classifications used. All bidders should make themselves aware of the changes as it may impact this requirement. This link provides information on the GSC at:

<https://www.gov.uk/government/publications/government-security-classifications>

Cyber Essentials is a mandatory requirement for Central Government contracts which involve handling personal information or provide certain ICT products/services. Government is taking steps to reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement for all Lots. Cyber Essentials Plus may be required by some Customers at call off stage and this will apply to all Lots.

Some purchases under this framework Agreement may have requirements that can be met under this Framework Agreement but the purchase of which may be exempt from the Procurement Regulations (as defined in Attachment 1 – About the framework within the invitation to tender documentation). In such cases, Call-offs from this Framework will be unregulated purchases for the purposes of the Procurement Regulations, and the buyers may, at their discretion, modify the terms of the Framework and any Call-off Contracts to reflect that buyer's specific needs.

Central Government decided that a reduction from the initial 4 lot structure to a refined 3 lot structure would be preferable.

The existing structure is as below:

Lot 1: Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

Lot 2: Executive Search - SCS2 (and equivalents)

Lot 3: Executive Search - SCS3 & SCS4 (and equivalents)

Lot 4: Non-Executive and Public Appointments

The new structure is as follows:

Lot 1: Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

Lot 2: Executive Search - SCS3 & SCS4 (and equivalents)

Lot 3: Non-Executive and Public Appointments

The rationale behind this decision is that there is not a sufficient difference between SCS1 and SCS2 recruitment principles to warrant a standalone lot for SCS2.

#### PLEASE NOTE:

All certificates issued prior to 1 April 2020 or before 30 June 2020 on the existing scheme are valid until 30 June 2021. This includes those issued by Accreditation Bodies other than IASME.

On 30 June 2021, any certificate issued under the old scheme will expire.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

CCS reserve the right to award a framework to any bidder whose final score is within 1% of the last position.

Registering for access:

This procurement will be managed electronically via the eSourcing suite. This will be the route for sharing all information and communicating with bidders. If you have recently

registered on the eSourcing suite for another CCS procurement you can use the same account for this new procurement. If not, you will first need to register your organisation on the portal.

Use the following link for information on how register and use the eSourcing tool:  
<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

For assistance please contact the eSourcing Help desk operated by email at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk) or call 03454102222

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

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

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

Email

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.crowncommercial.gov.uk/>