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Tender

Recruitment Agency Services (Permanent Roles) for Energy and Infrastructure team

Crown Estate Scotland

F02: Contract notice

Notice identifier: 2021/S 000-012393

Procurement identifier (OCID): ocds-h6vhtk-02b7db

Published 3 June 2021, 8:55am

Section I: Contracting authority

I.1) Name and addresses

Crown Estate Scotland

Quartermile Two, 2nd Floor, 2 Lister Square

Edinburgh

EH3 9GL

Contact

Maurice McTeague

Email

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Telephone

+44 1314607657

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://crownstatescotland.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA29444

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

I.4) Type of the contracting authority

Other type

Public Corporation

I.5) Main activity

Other activity

Property

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Recruitment Agency Services (Permanent Roles) for Energy and Infrastructure team

Reference number

CES-ITT-2021-06-01

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

framework for a specialist recruitment agency to source candidates for permanent roles (including known requirements for eight additional posts over the next two years and any other similar roles which may be required) within our Energy and Infrastructure team (E&I). Crown Estate Scotland specifically requires additional skills around innovation, oil and gas and associated offshore wind opportunities and to source specialist skills from a range of sectors.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

Crown Estate Scotland is seeking to appoint an agency to assist with permanent recruitment to further build our team in Energy & Infrastructure which is part of our Marine Directorate. This is to support significant growth in this area of the business.

Crown Estate Scotland specifically requires additional skills around innovation, oil and gas and associated offshore wind opportunities and to source specialist skills from a range of sectors.

The appointed agency will exclusively source candidates for permanent roles (including a known requirement for eight additional posts over the next two years and any other similar roles which may be required) within our Energy and Infrastructure team (E&I).

Given our unique role in this market and our requirement to source talent directly from a breadth of sectors it is therefore essential that we appoint a suitable agency who operates in these markets, and has the required capacity, networks and experience in the private sector to take on this work.

Our strong preference is to procure and appoint one agency to lead on this campaign for a period of time and to also work on any similar roles which arise over the course of the framework term.

Skills, knowledge, experience and understanding of the agency will span a number of industries including offshore wind, renewables, oil and gas, hydrogen economy and wave and tidal and it has already been determined that a generalist agency without direct, demonstrated and current experience recruiting these areas of specialism may not have either the capacity or infrastructure to deal with our requirements.

Crown Estate Scotland does not guarantee any volumes of usage throughout the life of this Framework Agreement.

II.2.5) Award criteria

Quality criterion - Name: Crown Estate Scotland context and understanding / Weighting: 15

Quality criterion - Name: Experience – including involvement in relevant projects and staff knowledge / Weighting: 20

Quality criterion - Name: approach – to delivery of the scope and management of the project / Weighting: 35

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £240,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The framework contract will run for an initial TWO YEARS from the date of signing the agreement with the option to extend for up to 2 X 12 Months] at the discretion of Crown Estate Scotland and subject to satisfactory performance, available funding and strategic fit with the priorities of Crown Estate Scotland

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

option to extend for up to 2 X 12 Months] at the discretion of Crown Estate Scotland and

subject to satisfactory performance, available funding and strategic fit with the priorities of Crown Estate Scotland

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

The agency will have recruited for a number of industries including offshore wind, renewables, oil and gas, hydrogen economy and wave and tidal. A generalist agency without direct, demonstrated and current experience recruiting these areas of specialism may not have either the capacity or infrastructure to deal with our requirements.

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

Bidders will evidence the professional qualifications, relevant industry recognised accreditations and appropriate experience that they and any associates involved in the provision of this contract hold

III.1.2) Economic and financial standing

List and brief description of selection criteria

Annual turnover specific to this area of the business to be in excess of twice the stated maximum framework value.

III.1.3) Technical and professional ability

List and brief description of selection criteria

appropriate professional qualifications, relevant industry recognised accreditations and appropriate experience must be demonstrated

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As stated in the ITT

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

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 a single operator

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

Date

9 July 2021

Local time

12:00pm

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

9 July 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The framework contract will run for an initial TWO YEARS from the date of signing the agreement with the option to extend for up to 2 X 12 Months] at the discretion of Crown Estate Scotland and subject to satisfactory performance, available funding and strategic fit with the priorities of Crown Estate Scotland following which it may be subject to retender.

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=655802.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Commitments to Fair Work First and Community Benefits should be considered by the bidders on a voluntary basis as detailed in the Crown Estate Scotland Related Policies document included in the tender pack.

(SC Ref:655802)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=655802

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>