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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**

[maurice.mcteague@crownestatescotland.com](mailto:maurice.mcteague@crownestatescotland.com)

#### **Telephone**

+44 1314607657

## **Country**

United Kingdom

## **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

<http://crownestatescotland.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA29444](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

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## **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.

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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

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

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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 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

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## **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](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](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](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>