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Tender

## **Executive Search**

University of Strathclyde

F02: Contract notice

Notice identifier: 2024/S 000-015134

Procurement identifier (OCID): ocds-h6vhtk-045918

Published 13 May 2024, 12:16pm

## **Section I: Contracting authority**

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

University of Strathclyde

McCance Building, 16 Richmond Street

Glasgow

G1 1XQ

#### **Email**

[kirstie.higgins@strath.ac.uk](mailto:kirstie.higgins@strath.ac.uk)

#### **Telephone**

+44 7811592949

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

### **Internet address(es)**

Main address

<http://www.strath.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00113](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00113)

### **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

### **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**

Executive Search

Reference number

UOS-32266-2024

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

- 79600000 - Recruitment services

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

Services

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

The University of Strathclyde is one of the most distinctive and dynamic higher education institutions in the UK. Building on our Enlightenment roots as a “place of useful learning”, the University is recognised for engagement with business and industry, world-class teaching, leading research and deep commitment to innovation and enterprise.

The University of Strathclyde wishes to identify a suitable executive search & recruitment agency to support the recruitment of a number of future vacancies which may arise across its most senior academic leadership roles. The successful executive search company will have an in-depth understanding of the Higher Education sector, and the international recruitment market in which it operates, and will have a track record of successful international search and recruitment for academic colleagues at Senior Executive Academic levels in organisations of the size and scope of Strathclyde. The successful firm will also have a clear understanding of the University of Strathclyde’s distinctiveness as a leading international technological university which is socially progressive.

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

Value excluding VAT: £300,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79600000 - Recruitment services

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

NUTS codes

- UKM82 - Glasgow City

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

The University aims to appoint an agency with international reach and with access to a wide range of high-quality contacts that would be beneficial to the contract. The University is utilising a Restricted Procedure for this procurement exercise. Stage 1 of this process will assess suppliers' capability, capacity and experience to perform the contract.

The agency must be able to demonstrate as a minimum:

1. An understanding of Strathclyde University and its distinctiveness as a leading international technological university that is socially progressive.
2. Experience operating in the executive level academic market up to and including Vice Chancellor level.
3. A successful track record of placing candidates in senior, executive level, Academic roles in organisations of a similar scale and scope to Strathclyde University
4. Experience of the current key issues in recruiting high calibre candidates to executive level academic positions in the UK
5. Successful experience in reaching candidates in the required market, including international applicants
6. Having capable and experienced Key personnel with access to strong networks, including international reach which will support the identification of suitable candidates through innovative means
7. Experience of utilising innovative approaches to ensure high calibre of candidates
8. A track record of supplying a diverse and inclusive long and short list, whilst reaching a wide pool of talent for the recruitment of this role/s

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extension

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

SPD 4C.1.2 will be used as objective criteria for choosing the limited number of Candidates.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Interested parties should note that the estimated value contained within this contract notice is wholly dependent on on the services required during the contract period. The

University provides no commitment to spend to the value noted, additionally, the University in line with Regulation 72 of the Public Contracts (Scotland) Regulations 2015 - Modification of Contracts During their Term, reserves the right to modify this contract to include for additional services by the appointed supplier that may become necessary.

### **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

Bidder's are expected to comply with the requirements of the bidder's country of establishment therefore, where it is a requirement in the bidder's country of establishment to hold a particular authorisation or membership of a particular organisation is needed in order to be able to perform the services covered in this contract the bidder shall be required to confirm enrolment in the same.

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

List and brief description of selection criteria

1. SPD (Scotland) Question 4B.1.2: Average Yearly Turnover
2. SPD (Scotland) Question 4B.5: Insurance Requirements

Minimum level(s) of standards possibly required

1. SPD (Scotland) Question 4B.1.2: Average Yearly Turnover

The Candidate will be required to have a minimum average yearly turnover of GBP 300,000.00 for the past 3 financial years.

2. SPD (Scotland) Question 4B.5: Insurance Requirements

It is a requirement that Candidates hold, or can commit to obtain prior to the

commencement of any subsequently awarded contract, the types and levels of insurance indicated below;

The supplier shall maintain in force with reputable insurers employer's liability insurance and public liability insurance in the sum of not less than 10million GBP in respect of any one incident and unlimited as to numbers of claims, and adequate insurances covering all the Contractor's other liabilities in terms of the Contract.

the Supplier shall maintain in force with reputable insurers professional liability insurance in the sum of not less than 2 million GBP in respect of any one incident and unlimited as to numbers of claims.

On the request of the University , the Supplier shall exhibit satisfactory evidence of the insurance policies referred to above, together with satisfactory evidence of payment of the premium.

This requirement is covered in section 4B.5.1a of the SPD.

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

List and brief description of selection criteria

#### **1. SPD (Scotland) Question 4C.1.2: Services**

Minimum level(s) of standards possibly required

#### **1. SPD (Scotland) Question 4C.1.2: Services**

The Candidate will be required to provide examples and responses that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice.

The Candidate must use the template provided for them (Appendix E) to answer question 4C.1.2 of their SPD (Scotland) response, which can be found in the "Appendices" folder within the "Buyer Attachments" area.

The Candidate **MUST** upload the completed document next to question 4C.1.2.

The below scoring methodology will be applied to the question.

Excellent response - 4

Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or

skills/capacity/capability relevant to providing similar services to similar clients.

Good response - 3

Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

Acceptable response - 2

Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g., previous experience, knowledge or skills may not be of a similar nature.

Poor response - 1

Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

Unacceptable (Nil or Inadequate response) – 0

Nil or inadequate response. Fails to demonstrate previous experience/ capacity/ capability relevant to this criterion.

These questions will be scored by a technical panel made up of representatives from the Contracting Authority. Once all scores are agreed, an average score will be applied to all questions.

The Candidate is required to provide an overview of their related experience as well as examples of services which they have delivered in the past three years that demonstrates they have relevant experience and capacity to deliver the key elements of the services, as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice.



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## **Section IV. Procedure**

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

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

Restricted procedure

#### **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

13 June 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

25 June 2024

#### **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)

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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**

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 26658. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/> A summary of the expected community benefits shall be provided in the invitation to tender.

(SC Ref:764152)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contract (Scotland)

Regulations 2015 (SSI2015/446) (as amended) may bring proceedings to the Sheriff Court or the Court of Session.