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Tender

## **Agency Recruitment Services Tender**

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2024/S 000-015193

Procurement identifier (OCID): ocds-h6vhtk-0451eb

Published 13 May 2024, 4:52pm

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

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

UNIVERSITY OF DERBY

Kedleston Road

Derby

DE22 1GB

#### **Contact**

Procurement Team

#### **Email**

[procurement@derby.ac.uk](mailto:procurement@derby.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

**Companies House**

03079282

**Internet address(es)**

Main address

[www.derby.ac.uk](http://www.derby.ac.uk)

**I.3) Communication**

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

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/suppliers-responding-to-negotiations/>

**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**

Agency Recruitment Services Tender

Reference number

PROC KB ITT 1186

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

- 79600000 - Recruitment services

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

Services

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

We are looking for agencies who have the credentials and interests to contribute to fulfilling the University's vision, "An applied university of today and for tomorrow". The successful agencies must have a proven track record in recruiting to board level in the Higher Education sector and able to present a diverse range of candidates to meet our equality objectives and support the University's strategic objectives.

The tender process will follow the restricted procedure under the Public Procurement Regulations 2015 (PCR 2015).

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

Value excluding VAT: £2,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 5

## **II.2) Description**

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

Executive

Lot No

1

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF - East Midlands (England)

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

Lot 1 - Executive

Example Roles - University Executive Board Level such as Chief Operating Officer, Chief People Officer, Provost and Pro Vice Chancellor Deans

We are seeking a high- touch executive search service for this lot. This will include innovative attraction, search, selection, and appointment support. We expect suppliers to have good existing networks with an excellent knowledge of the sector and the organisation and work closely in partnership with the University to deliver executive level talent.

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

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

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

Start date

1 November 2024

End date

31 October 2028

This contract is subject to renewal

No

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

Envisaged minimum number: 8

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

In Stage 1 (SSQ stage), the top eight to ten (8 to 10) bidders will be invited to participate in Stage 2 (ITT stage).

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

Variants will be accepted: No

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

Options: No

## **II.2) Description**

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

Leadership

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF - East Midlands (England)

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

Lot 2 - Leadership

Example Roles - Directors, Deputy Directors and Senior Academics

We would look for a supplier who can provide a full search and selection service, that is fully customisable based on the hiring managers requirements. We expect suppliers to have good existing networks with an excellent knowledge of the sector and the organisation and work closely with the University to deliver Leadership level talent.

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

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

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

Start date

1 November 2024

End date

31 October 2028

This contract is subject to renewal

No

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

Envisaged minimum number: 8

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

In Stage 1 (SSQ stage), the top eight to ten (8 to 10) bidders will be invited to participate in Stage 2 (ITT stage).

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

Variants will be accepted: No

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

Options: No

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

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

Professional Services

Lot No

3

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF - East Midlands (England)

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

Lot 3 - Professional Services

Example Roles - Head of Department, Business Partners, IT Specialists,

We would be looking for search service for roles of this level where the supplier takes a full brief of the requirements and delivers a selection of well-considered and highly

suitable candidates for the hiring manager to consider. Suppliers should have experience in delivering roles of this level and the specialism required and understand how these roles function in the HEI environment. We expect suppliers to deliver insights into the market and provide considered consultative advice that will support the talent search.

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

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

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

Start date

1 November 2024

End date

31 October 2028

This contract is subject to renewal

No

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

Envisaged minimum number: 8

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

In Stage 1 (SSQ stage), the top eight to ten (8 to 10) bidders will be invited to participate in Stage 2 (ITT stage).

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

Variants will be accepted: No

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



Options: No

## **II.2) Description**

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

Higher Education (HE) Academic

Lot No

4

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF - East Midlands (England)

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

Lot 4 - Higher Education (HE) Academic

Example roles - Lecturers, Senior Lecturers, Researcher, HE Apprenticeships

We would be looking for search service for roles of this level where the supplier takes a full brief of the requirements and delivers a selection of well-considered and highly suitable candidates for the hiring manager to consider. Suppliers should have experience in academic recruitment and have an existing network of talent within Academia. We expect suppliers to deliver insights into the market and provide considered consultative advice that will support the talent search.

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

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

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

Start date

1 November 2024

End date

31 October 2028

This contract is subject to renewal

No

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

Envisaged minimum number: 8

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

In Stage 1 (SSQ stage), the top eight to ten (8 to 10) bidders will be invited to participate in Stage 2 (ITT stage).

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

Variants will be accepted: No

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

Options: No

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

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

Further Education (FE)

Lot No

5

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

- 79600000 - Recruitment services

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

NUTS codes

- UKF - East Midlands (England)

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

The University is seeking to establish a Framework Agreement to engage with recruitment specialists to undertake recruitment from Executive to Academic roles under five Lots.

Lot 5 - Further Education (FE)

Example Roles - Curriculum Lead, Tutors, Teachers, FE Apprenticeship roles

We would be looking for search service for roles of this level where the supplier takes a full brief of the requirements and delivers a selection of well-considered and highly suitable candidates for the hiring manager to consider. Suppliers should have experience in delivering roles within the FE sector and have a working knowledge of Safer Recruitment. We expect suppliers to deliver insights into the market and provide considered consultative advice that will support the talent search

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

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

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

Start date

1 November 2024

End date

31 October 2028

This contract is subject to renewal

No

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

Envisaged minimum number: 8

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

In Stage 1 (SSQ stage), the top eight to ten (8 to 10) bidders will be invited to participate in Stage 2 (ITT stage).

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

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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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-012019](#)

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

Date

12 June 2024

Local time

12:00pm

#### **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: No

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

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

University of Derby

Derby

Country

United Kingdom