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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

Country

United Kingdom

Region code

UKF11 - Derby

Companies House

03079282

Internet address(es)

Main address

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

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

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

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