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Tender

## **Executive and Senior Specialist Search and Associated Recruitment Services**

APUC Limited

F02: Contract notice

Notice identifier: 2026/S 000-020525

Procurement identifier (OCID): ocds-h6vhtk-05d080

Published 6 March 2026, 3:12pm

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

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

APUC Limited

Unit 27, Stirling Business Centre, Wellgreen

Stirling

FK8 2DZ

#### **Contact**

Graeme Kerr

#### **Email**

[gkerr@apuc-scot.ac.uk](mailto:gkerr@apuc-scot.ac.uk)

#### **Telephone**

+44 1314428930

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.apuc-scot.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10402)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

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

**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 and Senior Specialist Search and Associated Recruitment Services

Reference number

PFB1048 AP

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

- 79600000 - Recruitment services

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

Services

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

The Authority is seeking Contractor(s) for the provision of Executive and Senior Specialist Search and Associated Recruitment Services to the higher education (HE) institutions and further education (FE) institutions (and affiliated bodies) in Scotland. A list of the Institutions can be found in Appendix E. In addition, the following purchasing consortia and their respective members have agreed in principle to participate in the Framework Agreement:

London Universities Purchasing Consortium and its members (LUPC) – Lots 3, 5 and 6 only

North Western Universities Purchasing Consortium and its members (NWUPC)

Southern Universities Purchasing Consortium its members (SUPC) – Lot 6 only

NHS National Procurement and its members

Healthcare Improvement Scotland

NHS Education for Scotland

NHS Golden Jubilee

NHS24

Scotland Excel and its members

Scottish Ambulance Service

Scottish Government

The State Hospitals Board for Scotland

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Overview of the governance structure of public procurement for Scotland, including the Public Procurement Group.

<https://www.gov.scot/publications/public-procurement-governance/>

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

Value excluding VAT: £12,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Recruitment related services

Lot No

1

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK

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

This lot is for recruitment related services to support the recruitment activities of the institutions. The activities that may be included would be:

Succession planning

Board reviews

Salary and remuneration benchmarking

Skills audit

Candidate market scoping

Panel training

Unconscious bias training

Access to Recruitment Technology.

The pricing for this would be on an hourly, half day and day rate basis however fixed fees may be agreed on call off for a prescribed piece of work before this work is conducted.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service this lot.

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

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

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

Executive Search – North

Lot No

2

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK North

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

This Lot relates to the provision of search and selection services for executive roles based in Scotland and the areas represented by NWUPC, including Northern Ireland. The Contractor shall be responsible for identifying, assessing, and presenting suitably qualified candidates in accordance with the Authority's requirements.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service this Lot.

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

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

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

Executive Search - South

Lot No

3

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK South

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

This Lot relates to the provision of search and selection services for executive roles based in England and the areas represented by LUPC. The Contractor shall be responsible for identifying, assessing, and presenting suitably qualified candidates in accordance with the Authority's requirements.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service this Lot.

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

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

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

Senior Specialist Search – North

Lot No

4

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK North

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

This lot is for the search and selection of highly qualified candidates for senior specialist level roles based in Scotland and the areas represented by NWUPC, including Northern Ireland. The Contractor shall be responsible for identifying, assessing, and presenting suitably qualified candidates in accordance with the Authority's requirements.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service each of these lots.

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

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

## **II.2) Description**

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

Senior Specialist Search – South

Lot No

5

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

- 79600000 - Recruitment services

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK South

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

This lot is for the search and selection of highly qualified candidates for senior specialist level roles based in England and the areas represented by LUPC. The Contractor shall be responsible for identifying, assessing, and presenting suitably qualified candidates in accordance with the Authority's requirements.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service each of these lots.

**II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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

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

Chairs of Court and members of governing committees and boards

Lot No

6

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

- 79600000 - Recruitment services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK

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

This lot is for the search and selection of highly qualified candidates for Chairs and members of governing committees and board roles based in the UK.

The Authority is seeking to appoint a minimum of 4 and a maximum of 6 Contractors to service each of these lots.

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

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

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

Variants will be accepted: No

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

Options: No

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Minimum level(s) of standards possibly required

Please refer to Question 4B.5 of the SPD and Economic and Financial Standing section of the Contract Notice. Tenderers must confirm that they can provide the following supporting evidence prior to award:

Employers Liability: 5,000,000 GBP

Public Liability: 5,000,000.00 GBP

Professional Indemnity: 5,000,000.00 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement. Alternatively, if the Contractor is unable to provide the required accounting information, e.g. due to being a new business, then they will be required to provide a banker's letter demonstrating their willingness to support the Contractor's organisation over the term of the framework agreement.

Please refer to 4B.6 of the SPD

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

Minimum level(s) of standards possibly required

Tenderers must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This includes confirmation that they have the systems in place to pay subcontractors through the supply chain promptly (i.e. no later than 30 days after the invoice (or similar claim) relating to the payment is presented) and effectively, and provide evidence when requested of:

a) their standard payment terms

b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by

their Director, which improves the payment performance.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Submission of Management Information following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period. Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk>.

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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 several operators

Envisaged maximum number of participants to the framework agreement: 36

#### **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: [2025/S 000-067001](#)

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

Date

13 April 2026

Local time

2:00pm

**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: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

13 April 2026

Local time

3:00pm

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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: June 2030

**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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

The following should be submitted prior to award. It is for information only and will not be scored.

Form of Tender

Please confirm that you will be in a position to submit prior to award “Appendix A – Form of Tender” in the Technical Questionnaire in

PCS-Tender.

Freedom of Information

Please confirm that you will be in a position to submit prior to award “Appendix B – Freedom of Information” if applicable in the

Technical Questionnaire in PCS-Tender.

Sustain Supply Chain Code of Conduct

Please confirm that you will be in a position to submit prior to award “Appendix D – Sustain Supply Chain Code of Conduct” in the

Technical Questionnaire in PCS-Tender.

For Information only

List of Institutions - Appendix E

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 31279. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Leadership and governance career?pathway awareness sessions

Executive?level mentoring or coaching for emerging leaders

Support for return to leadership or senior?career returner programmes

Mock interviews and application support for senior or specialist roles

Pro bono strategic recruitment advice (succession planning, senior hiring, workforce strategy)

Workshops on inclusive executive recruitment and reducing bias at senior levels

Access to leadership, governance, and strategic HR eLearning modules

Guest lectures or talks on public?sector leadership and senior career development

Diversity and inclusion initiatives focused on leadership representation

Volunteering or pro bono support for boards, charities, or governance groups

(SC Ref:824413)

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

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

Sheriff Court House

Viewfield Place

Stirling

FK8 1NH

Country

United Kingdom