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Tender

## **HR Resourcing RFFP**

Satellite Applications Catapult

F02: Contract notice

Notice identifier: 2021/S 000-022921

Procurement identifier (OCID): ocds-h6vhtk-02d3bf

Published 15 September 2021, 12:35pm

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

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

Satellite Applications Catapult

Electron Building, Fermi Avenue, Harwell

Didcot

OX11 0QR

#### **Email**

[james.morrison@sa.catapult.org.uk](mailto:james.morrison@sa.catapult.org.uk)

#### **Telephone**

+44 1235567977

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://sa.catapult.org.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42845](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42845)

**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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

**I.4) Type of the contracting authority**

Other type

RDO

**I.5) Main activity**

Other activity

Space Technology

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

HR Resourcing RFFP

Reference number

RFFP-FY-22-11

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

- 79600000 - Recruitment services

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

Services

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

The purpose of this RFFP is to assist the Catapult in establishing a Recruitment Services Framework by appointing a number of professional, reliable recruitment agencies to meet their ongoing recruitment requirements.

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

Value excluding VAT: £11,020,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
7

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

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

Information Technology

Lot No

2

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

- 79600000 - Recruitment services
- 72000000 - IT services: consulting, software development, Internet and support

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

Typical vacancies within the IT Team may include but not be limited to:

- Network Engineer
- Infrastructure Engineer
- Software Engineer
- IT Special Project Engineer
- Technical Consultant

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

#### **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) Description**

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

Professional Services

Lot No

3

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

- 79600000 - Recruitment services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,  
Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

The Professional Services team consists of the following Sections:

- Administration
- Finance
- Procurement & Commercial
- Human Resources
- Report & Impact Evaluation
- Facilities Management
- Legal

#### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

### **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) Description**

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

Marketing & Communications

Lot No

4

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

- 79600000 - Recruitment services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

Typical vacancies within the Marketing & Communications Team may include but not be limited to:

- Project Communication Managers
- Marketing Managers

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

### **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) Description**

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

Business Development and Commercial



Lot No

5

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

- 79600000 - Recruitment services
- 73000000 - Research and development services and related consultancy services

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

Typical vacancies within the Business Development and Commercial may include but not be limited to:

- Business Development & Funding Managers
- Strategy Managers & Analysts
- Knowledge Management
- Business Analysts
- Research & Development Managers
- Technical Bid Personnel

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

#### **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) Description**

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

Connectivity

Lot No

6

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

- 79600000 - Recruitment services
- 32000000 - Radio, television, communication, telecommunication and related equipment

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

Typical vacancies within the Connectivity function may include but not be limited to:

- Satellite Systems Engineer
- Communications System Engineer
- Software Engineer
- Linux Engineer

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

### **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) Description**

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

Technology (CTO) function

Lot No

7

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

- 79600000 - Recruitment services
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

Typical vacancies within the Technology function may include but not be limited to:

- Test Engineers (Mechanical and Electrical)

- Technical Engineers
- Technicians (Mechanical and Electrical)

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

### **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) Description**

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

Specialist / niche skills

Lot No

1

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

- 79600000 - Recruitment services
- 75000000 - Administration, defence and social security services

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

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

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

SA Catapult is an innovation organisation and to meet the demands of our various projects we need some niche skills, such as (not limited to the following roles)

- Space Mission Analysts
- Space Segment Lead
- Robotics engineer
- Solutions Architect
- Earth Observation Specialist

### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The duration of this Framework Agreement shall be for an initial period of two (2) years with the option, at the sole discretion of the Catapult and subject to satisfactory performance of suppliers, to extend the Framework Agreement duration on two further occasions for up to twelve (12) months each time, giving a total potential framework duration of four (4) years.

#### **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

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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

Must have the appropriate licenses and accreditations associated with the RFFP.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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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: 15

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-019536](#)



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

Date

18 October 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

19 October 2021

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=223893](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=223893).

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.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.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.

(MT Ref:223893)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>