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Tender

Multidisciplinary recruitment Framework for Temporary and Permanent staff

Historic England

F02: Contract notice

Notice identifier: 2024/S 000-027525

Procurement identifier (OCID): ocds-h6vhtk-049635

Published 29 August 2024, 11:24am

Section I: Contracting authority

I.1) Name and addresses

Historic England

Engine House, Firefly Avenue

Swindon

SN2 2EH

Email

procurement-he@historicengland.org.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://historicensland.org.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/historicensland.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/historicensland.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Multidisciplinary recruitment Framework for Temporary and Permanent staff

Reference number

P/REF 00000334

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

Historic England is wishing to set up a multidisciplinary framework in order to deliver its recruitment needs. The framework will run for 3 years with a potential 1-year extension, depending on requirement, performance and budget. The Framework will be broken down into Lots as per the below: Lot 1 – Executive or Senior Level appointments – perm/fixed team – no temp Lot 2 – Specialist – Niche or hard to fill skill set – perm/fixed term – may be temp. Lot 3 – Back office short term recruitment (Temp, Temp to Perm or Perm). As with all frameworks, being awarded a place on it does not guarantee all or any of the work available; but the overarching agreement sets out rates and agreed terms which will operate when a 'call off contract' is placed. Suppliers are invited to bid for one or more lots; however, where bidding for multiple lots, should provide assurance of how they will manage the demand and ensure a constant and reliable supply and support to Historic England.

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

3

Maximum number of lots that may be awarded to one tenderer: 3

II.2) Description

II.2.1) Title

Lot 1 - Executive or Senior Level Appointments

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

Nationwide across all of our offices in England.

II.2.4) Description of the procurement

The maximum value of this lot stated below is an estimate based on previous spend, the value of the entire framework including all three lots is the binding maximum value. This will be awarded to a single supplier. Specification: Executive recruitment is used to find candidates for senior-level jobs or executive level roles at Historic England. Such roles in Historic England would include: Director of Corporate Services including but not limited to Finance, IMT, Facilities, HR. Regional Director For this lot, when a role becomes available, we would expect suppliers to be able to provide 3 suitable candidate recommendations and associated CV's within 5 days of our request.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £230,000

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

Start date

28 October 2024

End date

27 October 2028

This contract is subject to renewal

Yes

Description of renewals

The contract is 3 years plus a 12 month potential extension, which will be retendered at the definitive end for a new framework.

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

Lot 2 - Specialists - Niche or hard to fill skill set

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

National, to cover all of our offices in England.

II.2.4) Description of the procurement

The maximum value of this lot, stated below, is an estimate based on previous spend, the value of the entire framework including all three lots is the binding maximum value. We anticipate between 2 and 4 suppliers will be appointed to this lot. Specification: Such roles in Historic England would include: Engineer Architect or Surveyor IT Specialist Developer Niche or specialist recruitment agencies find candidates for highly specialised areas and specific industries such as law, engineering, architecture or Information Technology. Suppliers require strong relationships with companies in the relevant sector, making them valuable to job seekers wanting to gain work in a specific field by providing testimonials of their work/relationships. The key performance indicators will apply to the delivery of services. Performance under this contract will be calculated by the Supplier using KPI's and will be submitted for review on a quarterly basis at the contract management meetings. These will include the following:

- Number of jobs that the Supplier sends CV's for consideration – 95%
- CV to interview ratio – 95%
- Interview to offer ratio – 60%
- Offer to acceptance ratio – 70%
- Job posting to start date timeframe – Average 30 days
- Attrition rates – 95% still in position at the end of fixed term or for permanent positions 12 months after start date

If the supplier fails to meet the above in any one quarter then Historic England shall require an exception report detailing actions being taken under the supplier to remedy the situation and the timescale for rectification. Contractor Supplier provides quarterly bench market information and attends quarterly reviews with Historic England to discuss performance and delivery of services and set measures on performance and SLA's.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £100,000

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

Start date

28 October 2024

End date

27 October 2028

This contract is subject to renewal

Yes

Description of renewals

The framework is for 3 years initial term with 12 months potential extension, this will be retendered after the definitive end date.

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

Lot 3 - Back Office - General Administration (Temp, Temp to Perm or Perm)

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

National, to cover all of our offices in England.

II.2.4) Description of the procurement

The maximum value of this lot, stated below, is an estimate based on previous spend, the value of the entire framework including all three lots is the binding maximum value. We anticipate that between 2 and 4 suppliers will be awarded a place on this Lot. Specification: Historic England require Back-office support from contractor suppliers to provide the administrative and operational resource. We expect suppliers to be able to provide CV's or candidate details within 48 hours. At times Historic England will require urgent short term (from 4 up to 12 weeks) resource to be in post within 5 working days and we will require candidates local to the National offices to meet the full requirements of the role. Such roles in Historic England would include: Administrator, Finance Assistant, HR Assistant, Payroll Assistant, Data Entry Assistant, Financial Controller, Finance Manager, Payroll Assistant. On award of this contract, the Supplier would be required to provide quarterly benchmark market information and attend quarterly reviews with Historic England to discuss performance and delivery of services and set measures on performance and SLA's.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £170,000

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

Start date

28 October 2024

End date

27 October 2028

This contract is subject to renewal

Yes

Description of renewals

The framework is for an initial term of 3 years with a potential extension of 12 months, it will be retendered after the definitive end date.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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 a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

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

7 October 2024

Local time

9:30am

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

English

IV.2.7) Conditions for opening of tenders

Date

7 October 2024

Local time

10:00am

Place

Online

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: In 3 or 4 years time depending on if the extension is used.

VI.4) Procedures for review

VI.4.1) Review body

Historic England

Swindon

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

N/A