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Tender

# **HR Resourcing RFFP**

Satellite Applications Catapult

F02: Contract notice

Notice identifier: 2021/S 000-027941

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

Published 8 November 2021, 12:25pm

# **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

## **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

# 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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

# I.4) Type of the contracting authority

Other type

**RDO** 

# I.5) Main activity

Other activity

Space Technology

# **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: £12,000,000

## 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

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** 

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

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
- Project Management

#### 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

# 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

## 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: <u>2021/S 000-019536</u>

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

Date

9 December 2021

Local time

4:00pm

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

English

## IV.2.7) Conditions for opening of tenders

Date

10 December 2021

Local time

9:00am

# 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=224423.

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.

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:224423)

# VI.4) Procedures for review

# VI.4.1) Review body

Public Procurement Review Service

**Cabinet Office** 

London

Email

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