

Order



**PURCHASE ORDER NO: SER/0714** **Date of Order: 12 October 2017**

*(To be quoted on all correspondence relating to this Purchase Order)*

<p><b>FROM (Customer):</b></p> <p>Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B5 4UA</p> <p>Customer's Representative: Nicola Saunders</p> <p>T: +44 (0) 121 644 7816 E: nicola.saunders@ofwat.gsi.gov.uk</p> <p><a href="http://www.ofwat.org">www.ofwat.org</a></p>	<p><b>TO (Supplier):</b></p> <p>Cohesion Recruitment Ltd 3 The Green Stratford Road Solihull B90 4LA</p> <p>Supplier's Representative: </p> <p></p> <p><a href="http://www.cohesionrecruitment.com">www.cohesionrecruitment.com</a></p>
<p><b>SERVICES TO BE DELIVERED TO:</b></p> <p>Not applicable</p>	<p><b>INVOICE ADDRESS:</b></p> <p><a href="mailto:finance@ofwat.gsi.gov.uk">finance@ofwat.gsi.gov.uk</a></p> <p>or</p> <p>Finance Team Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B4 5UA</p>
<p>Any Agreement arising from this Order shall be governed by the: <b>Terms and Conditions of Contract</b> as attached at Appendix A; the Customer's Specification dated 12 September 2017 and clarification paper (attached at Appendix B); the Supplier's Tender dated 27 September 2017 and clarification emails 6 - 12 October 2017 (information security, General Data Protection Regulation 2018 and shortlisting activity level); and any enhancements thereto and provisions expressly listed herein.</p>	

## Description of Services Requirement:

### Recruitment, Selection and Candidate Management Services for Graduate Recruitment (PROC.04.0126)

Scope of work is to undertake targeted and effective advertising, recruitment and selection processes resulting in the recruitment of a minimum of 6 high quality candidates to join our development programme. At all stages of short listing and assessment the Customer requires to see diversity suitably represented.

Any service not described below will be agreed between the Parties.

#### General requirement:

- Project manage process from attraction to offer, to include all candidate correspondence via text message and email (with the exclusion of offer letters), portal set up, administration, management and updates.
- Advise on appropriate media for advertising including social media.
- Place adverts for roles.
- Manage applications and responses.
- Full sift (via online portal).
- Advise on the most appropriate ability testing of short-listed candidates.
- Purchase online tests, facilitate online testing and collate results.
- Advise on selection assessment centre content with option to redesign exercises.
- Facilitation of a Selection Assessment Centre/s (SAC).
- Option to provide 2-4 Assessors at SAC if needed.
- Provision of feedback for all attendees of SAC.

A complete audit trail must be maintained with Management Information (MI) available at each stage.

A full description of the Services required is set out in the Customer's Specification.

## Term

The commencement date shall be 16 October 2017.

The Expiry Date shall be 31 January 2018, unless extended or terminated in accordance with the Agreement.

## Charges

Work commissioned under this contract is capped at **£21,000** (excluding VAT and travel and accommodation) over the total contract period.

The fixed price for the Ofwat Graduate recruitment 2017/18 is set out below:

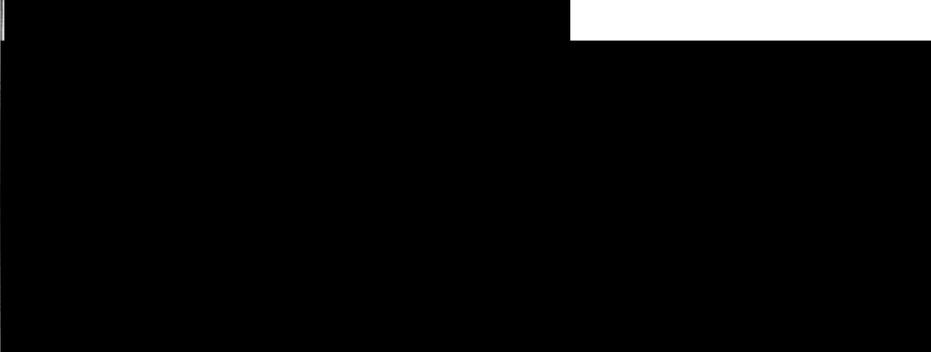
Core activity	Fixed Price £
End to End Services costs for minimum six roles	

## Additional Costs

### Advertising/ attraction

Final attraction strategy to be agreed - estimated budget [REDACTED]

### Testing



The selection process for the candidates and all associated decisions are the responsibility of the Customer. The Customer reserves the right to offer further employment opportunities (in addition to the minimum 6 outlined in this contract) to any candidates at any/all stages of the recruitment process with no further/additional fees payable to the Supplier outside of those outlined in the payment profile and invoicing section and in the Milestones and Key Deliverables table below.

The Supplier and its Staff must comply with all applicable anti-discrimination legislation.

The fixed price is all inclusive with the sole exceptions of:

- Advertising/attraction;
- Testing;
- Disbursements for travel and accommodation expenses related to attendance at SAC\*;
- Courier costs, where the Customer's representative has authorised in advance the use of a courier, on an 'at cost' basis (with evidence of such costs being presented with the appropriate Service Providers invoice(s)); and
- Value Added Tax.

The Customer will not pay for:

- Any items which it regards as part of the Suppliers' overheads (for example: word processing, secretarial time, cost of faxes and telephone charges); and
- Any mark-up on disbursements.

\*Any travel and accommodation required in connection with the project will be reimbursed at the Customer's standard travel and accommodation rates as included in Appendix C.

## Timetable and programme of work

Any changes to the Dates will be in agreement between the Parties during the Term of the contract.

Milestones and Key Deliverables	Dates
Begin advertising campaign (costs paid once incurred)	23/10/2017
Closing date for applications	17/11/2017
Complete sifting (including full sift if needed) (20% payment)	23/10/2017 – 24/11/2017
Advise on and purchase online tests (costs paid once incurred)	By 15/11/17
Update candidates and invite “successfuls” to online testing	24/11/2017
Online testing window	27/11/2017 – 01/12/2017
Collate results of testing and notify Ofwat	04/12/2017
Update candidates and invite top scorers to SAC	05/12/2017
SAC takes place (1 day only, date TBC) (20% payment)	12/12/2017 – 14/12/2017
Collate SAC results and send to Ofwat	15/12/2017
Ofwat make offers to Graduates (50% payment)	16/12/2017
Update remaining candidates and arrange feedback sessions	18/12/2017
Feedback sessions complete (can be later at candidate request)	08/01/2018
Send complete candidate files to Ofwat (final 10% payment)	w/c 15/01/2018

The Supplier will provide weekly progress reports to the Customer and attend progress meetings with the Customer at times to be agreed.

### Payment profile and Invoicing

Invoices for payment will be due upon achievement of Milestones/Deliverables and acceptance by the Customer of the associated Service. The payment profile for the project shall be as follows:

Milestones/Deliverables	Percentage of Fixed price £
Advertising costs paid once incurred	
Complete sifting (including full sift if needed)	
Online testing costs paid once incurred	
Delivery of Selection Assessment Centre (SAC) (1 day only)	
Appointment of minimum 6 candidates. If less than	

6 are appointed, the payment shall be pro rata.	
Completion of feedback sessions and receipt by Customer of complete candidate files	This payment shall be calculated by deducting the above payments from the total costs, which should be determined in accordance with the pricing arrangement described above.

**Invoicing**

All invoices shall contain the following information:

- the Order number (as stated above);
- a summary of the Services; and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.

The Customer shall pay the Supplier within thirty (30) days of receipt of a valid invoice, submitted in accordance with the payment profile set out above and the provisions of this Agreement.

Any travel and accommodation required in connection with the project must be in accordance with the Customer travel and accommodation rates attached at Appendix C. Any Invoices for travel and accommodation must be submitted monthly in arrears. Supporting Information must be submitted with the invoices (e.g. copy of receipts, mile log to/from/date/meeting with (name)).

Invoices must not contain the Supplier's terms and conditions, nor can reference be made to the Supplier's terms and conditions. Invoices with the Supplier's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

**Supplier's Key Personnel**

The Supplier's Key Personnel shall be:



BY SIGNING AND RETURNING THIS AGREEMENT THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Services. The Parties hereby acknowledge and agree that they have read the Terms and Conditions of Contract and the Order and by signing below agree to be bound by the terms of this Agreement.

The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act (FOIA), the content of the Agreement is not Confidential Information. The Customer shall be responsible for determining in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.

Notwithstanding any other term of the Agreement, the Supplier hereby gives his consent for the Customer to publish the Agreement in its entirety, including from time to time agreed changes to the Agreement, to the general public.

For and on behalf of the Supplier:

Name	[REDACTED]
Position	[REDACTED]
Signature	[REDACTED]
Date	19/10/2017

For and on behalf of the Customer:

Name	Nicola Saunders
Position	Senior Associate (Resourcing)
Signature	[REDACTED]
Date	16 October 2017

## Appendix A

### Terms and Conditions of Contract

Attached as a separate document.

## Appendix B

### Clarification – Written Questions and Answers to the ITT Document

No.	Submitted	Question	Answer	Answered
1	20/09/2017 13:44	<p>Good Afternoon, Please see our clarification questions below: 1. Pricing The ITT states Any additional costs (advert listings, boosting/sponsoring of posts on social media, online test fees) not included in the capped price must be clearly identified with an outline of the cost implications, a. In the scope of work it states that the client would like the Option to provide 2-4 Assessors at SAC if needed as this is an option only, should the cost of this be included in the above Additional costs section rather than as part of the Fixed Price? b. In the scope of work it states that the client would like included the option for full sift As above, as this is only an option, should the cost of this be included in the above Additional costs section rather than as part of a Fixed Price?</p> <p>2. Sift a. Initial sift (long-listing) how many competencies/criteria are to be assessed? b. full sift - how many competencies/criteria are to be assessed? 3. Volumes a. How many applications have been generated in previous years/how many do you expect? b. How many candidates would you expect to take through to SAC? 4. Facilitation of a Selection Assessment Centre/s (SAC) a. Does this mean activities to get candidates to the SAC or support on the day? 5. ATS - Portal set-up a. Do you envisage it to run on your ATS or the suppliers?</p>	<p>Q-Pricing The ITT states Any additional costs (advert listings, boosting/sponsoring of posts on social media, online test fees) not included in the capped price must be clearly identified with an outline of the cost implications. In the scope of work it states that the client would like the Option to provide 2-4 Assessors at SAC if needed as this is an option only, should the cost of this be included in the above Additional costs section rather than as part of the Fixed Price? A-Yes. Please include these as additional costs. Q-In the scope of work it states that the client would like included the option for full sift As above, as this is only an option, should the cost of this be included in the above Additional costs section rather than as part of a Fixed Price? A-Yes. Please include these as additional costs. Sift Q-Initial sift (long-listing) how many competencies/criteria are to be assessed? A-Four please - right to work, less than 2 years post graduate work experience, relevant degree and suitability template attached (if not, follow email to be sent). Q-full sift - how many competencies/criteria are to be assessed? A-Five - As above plus assessment of the suitability template which will have around 6 responses to be scored. The final details of the suitability statement are not yet finalised but will contain evidence based questions requiring responses written in accordance with the STAR model eg 'Give an example of when you applied your microeconomics knowledge to solve a problem. What was your approach and what was the outcome' Q-How many applications have been generated in previous years/how many do you expect? A-We received 260 and 280 applications in previous years Q-How many candidates would you expect to take through to SAC? A-Usually 18. Facilitation of a Selection Assessment Centre/s (SAC) Q-Does this mean activities to get candidates to the SAC or support on the day? A-Both please eg invitations to be sent, provision of a timetable/schedule and support on the day by way of conducting an ice breaker, checking things are running according to plan, managing the document checking elements etc. ATS - Portal set-up Q-Do you envisage it to run on your ATS or the suppliers? A-The supplier's but just acknowledging that it may need to be tailored (skinned) to our brand and campaign specifics etc.</p>	21/09/2017 11:21

## Appendix C

### Travel and Accommodation rates

#### Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

#### Mileage Rates:

25p per mile.

#### Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased. Receipts must be submitted.