



Crown  
Commercial  
Service

## **Call-Off Schedule 20 (Specification)**

Contract Reference: CCHR24A06 The Provision of Executive  
Recruitment Search

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Bid pack for The Provision of Executive Recruitment Search  
Contract Reference: CCHR24A06  
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## 1. PURPOSE

- 1.1 The Buyer requires a single supplier to provide recruitment search services to appoint a new candidate for the Head of Cloud and Hosting.

## 2. BACKGROUND TO THE BUYER

- 2.1 CCS has grown significantly as an organisation over the last five years, addressing over £25bn of government spend through its many categories and frameworks. The primary goal of CCS is to help the government to achieve value for money in its commercial and procurement activities by driving savings, efficiencies, and innovation. CCS has 4 current agreements under cloud and hosting.

## 3. DEFINITIONS

Expression or Acronym	Definition
GCO	Means government commercial organisation
CCS	means crown commercial service

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## 4. SCOPE OF REQUIREMENT

- 4.1 The Buyer requires a single supplier to provide recruitment services for the successful appointment of one (1) role Head of Cloud and Hosting (SCS1) for GCO. These services will include
- 4.1.1 Sourcing potential, relevant and diverse candidates
  - 4.1.2 Sifting applications
  - 4.1.3 Arranging and managing the interview process including scoring inline with the [Civil Service Success Profiles framework](#).
  - 4.1.4 Performing security checks in accordance with [Baseline Personnel Security Standards](#);

## 5. THE REQUIREMENT

- 5.1 The supplier shall Advertise the role on suitable media, promoting it to networks and ensuring a diverse audience is reached, they will source potential candidates, sift applications, presenting a long list to the panel and potentially pre-interview candidates presenting their findings at a subsequent shortlist meeting. They will notify candidates of their outcome and handle all feedback requests arranging interviews and managing the offer of the successful applicant.
- 5.2 The supplier should identify candidates suitable for the role of Head of Cloud and Hosting (SCS1) for GCO. An outline of the role is detailed below:
- 5.2.1 The successful candidate will join a team of around 130 technology procurement professionals who have a wide range of knowledge across public procurement and IT. The successful candidate will lead a part of this team in the delivery of CCS's objectives.
  - 5.2.2 The successful candidate will lead key initiatives and strategies in conjunction with key central government departments and wider public sector organisations (local and devolved government, health, blue light, transport). Additionally, interfacing into several IT strategic suppliers to the public sector, many being global in size.

## 6. KEY MILESTONES AND DELIVERABLES

- 6.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Scoping of role	15th July 2024
2	Successful candidate offered	31st October 2024
3	Candidate in post	31st January 2025

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## **7. MANAGEMENT INFORMATION/REPORTING**

- 7.1 Monthly Management information report content to be further agreed between the Buyer and the Supplier after award

## **8. VOLUMES**

- 8.1 One (1) role at SCS1 level for GCO.

## **9. CONTINUOUS IMPROVEMENT**

- 9.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2 Changes to the way in which the Services are to be delivered must be brought to the Buyer's attention and agreed prior to any changes being implemented.

## **10. QUALITY**

- 10.1 All data must be managed, obtained, stored and deleted, in accordance with GDPR legislation.

## **11. PRICE**

- 11.1 The Price will be fixed throughout the initial term and any contract extension term. The Total Contract Value (excluding VAT) is up to £28,000.00

## **12. STAFF AND BUYER SERVICE**

- 12.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 12.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 12.3 The Supplier shall ensure that staff understand the Buyer's vision and objectives and will provide excellent Buyer service to the Buyer throughout the duration of the Contract.

## **13. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

- 13.1 The supplier shall Perform security checks in accordance with Baseline Personnel Security Standards.

## **14. PAYMENT AND INVOICING**

- 14.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 14.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

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- 14.3 Invoices should be submitted to **REDACTED TEXT under FOIA Section 40 Personal Information.**

## **15. CONTRACT MANAGEMENT**

- 15.1 Meetings between the Contracting Authority and Supplier will take place remotely (via agreed remote conferencing system) on an agreed basis, after award.

## **16. LOCATION**

- 16.1 The location of the Services will be carried out at remotely or at the suppliers premises.

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