Tender proposal for

**Financial Reporting Council**

**FRC2022-066 Recruitment Services Framework Agreement**

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| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Please state if your company is a SME or VCSE | |  |  |  | | --- | --- | --- | |  | Classification | Yes / No | | SME | Small Medium Enterprise  “SME” means an enterprise falling within the category of micro, small and medium-sized  enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises |  | | VCSE | Voluntary, Community & Social Enterprise  “VCSE” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |  | |
| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict | |  |  |  | | --- | --- | --- | |  | Question | Your response | | 1 | We have identified no known risk to our organisation or supply chain associated with the current Russia / Ukraine conflict. | Yes / No | | 2 | We have identified the following risk(s) to our organisation and/or supply chain associated with the current Russia / Ukraine conflict. | *Please state* | | 3 | What action are being taking to address /managed the above? | *Please state* | |
| Please clearly state which Lot(s) you are bidding for: - | |  |  | | --- | --- | | Job Family | Yes / No | | Actuarial |  | | Audit & Accountancy |  | | Legal |  | | Forensic Accountants |  | | “All Jobs” (roles that fall outside the scope of the above, for example Human Resources, Information Technology and Governance). |  | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

*This must be printed on your letterhead and signed.*

## Form of tender

FRC2022-066 Recruitment Services Framework Agreement

To: Financial Reporting Council (FRC)

1. I/we have read the ITT documentation (including all associated annexes) and, subject to and upon the terms and conditions contained in the said documents, I/we offer to deliver the contract, at the rates or prices quoted by me/us as shown below.
2. I/we agree that any contract that may result from my/our tender shall be based upon the ITT documentation (including all relevant associated annexes) and my/our Form of Tender inclusive of pricing information.
3. I/we agree that any other terms or conditions or any reservations that may be printed on any correspondence or document from me/us either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the contract.
4. I/we have abided by the requirements set out in the ITT Notices and Instructions of the ITT.
5. The rates and prices quoted in the tender are valid for a period of 90 days from the tender closing date and the tender shall remain binding and open for acceptance at any time prior to the expiration of that period.
6. The date of my/our tender is the date of this Form of Tender.
7. I/we understand that FRC is not bound to accept any tender it may receive and that FRC has no liability to me/us in respect of any expenses incurred by me/us in preparing and submitting my/our tender.
8. I/we agree that the FRC may disclose the Contractor's information/documentation (submitted to FRC during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
9. I/we tenderer represents and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest / the following conflict exists and the proposal to manage / mitigate this conflict of interest it. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to our organisation’s financial position and financial strength nor any specific issues that could impact on operations over the course of the proposed contract.
11. I/we confirm that our organisation is not subject to any current or impending legal action, either formal proceedings or notification of legal action, which could impact on the financial viability of our organisation to deliver of the services.
12. I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.
13. I/we confirm that this is a bona fide competitive tender and our organisation has not

communicate to a person, other than a member of FRC; entered into any agreement or arrangements with any other person, that they shall refrain from tendering, or regarding the amount of any tender to be submitted not offered to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person in relation to this /any tender or proposed tender.

1. I/we confirm that we do not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015, we expect our suppliers (and supply chain) to maintain the same approach and to have policies and procedures in place to minimise the risk of modern slavery occurring.
2. I/we understand that FRC reserves the right to take up references if our proposal is successful.

Yours sincerely

## Name

## Title

**Date**

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| --- |
| Tender Response  **Please refer to the requirements in the Invitation to Tender**  *Please submit all documents in a Microsoft Word compatible format (or Open Document format).* |
| Stage 1: You are required to complete and attach the Selection Questionnaire |
| Stage 2: **Your Stage 2 / ITT response should be sufficiently detailed however only providing clear and relevant details. Case Studies should be concise / to the point. Excluding the Case Studies please aim to capped at no more than 12 pages.** |
| **Requirement 1** - **RECRUITMENT EXPERIENCE - Technical / Transferrable skills (**CASE STUDY)  You should possess the ability, experience and capability to deliver the FRC’s Recruitment Services requirements. |
| **Question 1** *-* Please detail your technical experience / transferrable skills relating to the provision of recruitment services (similar to the scope and complexity to that required by FRC as described in this ITT in the job family).  You should provide a Case study for each of the Job Family you are applying for. In the case study in addition to the above demonstrate how you support employer proposition and D&I commitments of balanced shortlist. |
| ***Your response***   * *Case Study for* Actuarial * *Case Study for* Audit & Accountancy * *Case Study for* Legal * *Case Study for* Forensic Accountants * *Case Study for* “All Jobs” |
| **Requirement 2** - **CANDIDATE PROCESS AND MANAGEMENT**  You should have efficient, effective / successful candidate process and management. |
| **Question 2**Please describe your proposed methodology to meet the specification and how your approach will ensure the supply of quality candidates, including:   * Describe the proposed process for finding and attracting applicants in a candidate led market?\* * How you would reference each candidate prior to submitting a candidate’s application to FRC, and * How you screen each candidate’s application ensuring that the candidate meets the essential criteria.   \* Please include information on any restrictions regarding direct search for candidates (for example, you are unable to contact employees at specific law firms etc).  We would expect your response to also include how your market knowledge in the specialist area adds value in your approach. |
| ***Your response*** |
| **Requirement 3** - **EMPLOYER PROPOSITION**  FRC seeks to attract the right candidates with the relevant qualification, ideally with values aligned to FRC. FRC offers a competitive total reward offer and wants to be an employer of choice. |
| **Question 3 -**Please can you outline how you would inform and promote awareness of our company values and employer proposition when communicating directly with candidates? |
| ***Your response*** |
| **Requirement 4** - **RECRUITMENT PROCESS**  Your understanding and approach to recruitment processes should align and best serve the FRC’s requirement. |
| **Question 4**  Please detail your understanding of FRC’s requirements, including:   * Considerations specific to the sector FRC operates within; * Your awareness of current developments within the specialism your agency company is applying to recruit to, and * Your knowledge and understanding of FRC, organisational profile and values and your ability to impart this knowledge to candidates.   Please outline your approach to equality and diversity and explain how this will be applied to the delivery of this requirement.  Please also provide a copy of your organisation’s diversity and equality policy. |
| ***Your response*** |
| **Requirement 5** - **ACCOUNT MANAGEMENT**  FRC requires a nominated Account Manager that will work on the FRC account (and (ideally) an escalation point / secondary contact). |
| **Question 5**   * Please provide a brief overview of your organisation. * Please give details of your proposed contract / account management structure and identify the personnel who will have overall responsibility for this contract. Your response should outline the benefits to the FRC from your Account Management approach and/or personnel. |
| ***Your response*** |
| **QUESTION 6 -** Terms & Conditions |
| The Terms and Conditions that will apply to this proposed Agreement are attached. |
| **QUESTION 7** – Supplier Code of Conduct & Due diligence questionnaire |
| ***Amend as appropriate*** *(you should only need to complete the applicable questionnaire)*  I/we confirm that we have completed and attach the;   |  |  | | --- | --- | | * Supplier Code of Conduct |  | |
| **QUESTION 8** – Pricing |
| FRC are committed to achieving value for money.   |  |  |  | | --- | --- | --- | |  | Must not exceed | Your proposed fee | | Permanent employee and fixed term contract placement fees - Salaries up to and including £59,999: | 16% |  | | Permanent employee and fixed term contract placement fees - Salaries over £60,000: | 20% |  | |
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