**REQUEST FOR QUOTATION – HR CONSULTANT RECRUITMENT SERVICES**

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1. **PURPOSE**

The purpose of this request for quotation is to invite proposals from service providers to provide a recruitment service with respect to the appointment of a range of senior recruitment roles in Children’s Services. The timescales are to be determined however this will commence from May 2022 with the Strategic Director Children’s Services followed by the two director posts.

Timetable

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Date of issue of request for quotation | 12 April 2022 |
| Deadline for clarification questions | 9am 21 April 2022 |
| Date of return of quotation | 9am 25 April 2022 |
| Evaluation period | 25-29 April 2022 |
| Commencement of contract | 3 May 2022 |

Table 1 Timetable for request for quotation

1. **BACKGROUND TO THE CONTRACTING AUTHORITY**

## About The London Borough of Lambeth

The London Borough of Lambeth (Lambeth Council) is an inner London borough with huge diversity, energy and possibility. We have long been home to radicals and reformers, entrepreneurs and innovators - people who work together to help change the lives of others and their own. We are committed to delivering great services to the people who live and work in Lambeth, while responding and adapting to the coronavirus pandemic that has impacted the lives of so many people.

In March 2021 Lambeth Council’s had approximately 2,600 permanent and fixed term staff and 600 temporary workers with a total headcount of 3,100. There are a range of office and area-based roles. Hybrid working (i.e. part working from home / part office) is now part of the council’s working practice. The latest workforce data is available on the [Lambeth website](https://moderngov.lambeth.gov.uk/documents/s134370/Appendix%20A%20-%20Workforce%20Corporate%20Committee.pdf).

Lambeth is one of a ring of thirteen local authorities which constitute Inner London. It measures seven miles north to south, and about two and a half miles east to west. The London Borough of Lambeth is the largest inner London Borough with a population of around 324,000. 34% of Lambeth's population are from ethnic minorities - the seventh highest figure for a London borough. Approximately 132 languages are spoken in the Borough and after English the main languages spoken are Yoruba and Portuguese.

Lambeth has a relatively young age profile. Although Lambeth is a largely residential borough, it’s a destination for young, working age people. White people make up 59% of the population.

1. **BACKGROUND TO REQUIREMENT**

Lambeth Council is seeking to appoint one or more recruitment consultant/s (service provider/s) to assist with the selection of a range of senior level recruitment activities over the next twelve months. This is to support the ongoing transformation and improvement of the council.

We anticipate the following to be filled include:

* Strategic Director of Children’s Services(reporting to Chief Executive)
* Director Children’s Commissioning and Community Safety (reporting to Strategic Director of Children’s Services)
* Director Children’s Social Care (reporting to Strategic Director of Children’s Services).

The process for selection of Chief Officers is guided by Lambeth Council Constitution and the recruitment procedure for chief officer posts. Providers must ensure they are familiar with this process (see [Part IX Officer Employment Procedure Rules Lambeth Council Constitution](http://moderngov.lambeth.gov.uk/documents/s129284/Lambeth%20Council%20Constitution%2002.06.21.pdf))

1. **SCOPE OF SERVICES**

The successful service provider/s will play an active role in project managing the appointments process. The main headings for the scope of services could include the following points below:

* Providing advice and guidance to the Council on the process and good recruitment practice
* Preparing Recruitment packs
* Ensuring that a diverse range of candidates from the labour market (reflecting a board range of protected characteristics) are targeted as part of the search
* Conducting Preliminary search and market testing
* Conduct executive search and selection where applicable
* Developing a long-list of candidates where applicable
* Undertaking and evaluating technical assessments where applicable
* Shortlisting candidates following technical assessments where applicable
* Developing options for Interview questions in consultation with the Council
* Preparing and undertaking testing methodology for shortlisted candidates
* Conduct candidate stakeholder engagement with Lambeth partners
* Develop final interviews pack for the appointments subcommittee
* Any further activities the service provider would recommend that would support the recruitment process or requested by the Council’s nominated Contract Manager.
* Any relevant recruitment advertising or promotion (to be agreed)

**Out of scope:**

There are a number of activities outside the scope of services which will be undertaken by the local authority. Under the provision of advice and guidance the recruitment consultant might be required to advise the Council on such areas as:

* Development of internal reports
* On-site meetings organised by Lambeth

1. **DETAILS OF SCOPE OF SERVICES**

Table 2 below sets out the deliverables by which the success of the project will be evaluated for the recruitment of positions. The Recruitment Consultant is responsible for the successful project management of the deliverables in accordance with the modes for the delivery.

The Recruitment Consultant will agree the details for the delivery of each deliverable prior to commencement of each phase of the project. Any variations to the project will be agreed in writing by the Council’s Contract Manager. On successful completion of each deliverable the Recruitment Consultant will be invited to submit an invoice.

This proposal is for up to three campaigns yet to be fully defined.

| **Item** | **Deliverables and activities** | **Mode** |
| --- | --- | --- |
| 1 | Provision of advice and guidance to Lambeth Council management on   1. Final job description and person specification 2. Recruitment pack 3. Advertising and Executive search options 4. Technical interviews 5. Stakeholder engagement 6. Testing methodology 7. Interviews 8. Good practice on recruitment and selection | Meetings, teleconference and emails |
| 2 | Preliminary search and selection and market testing Ensuring ta diverse range of candidates targeted | Use of diverse talent pools |
| 3 | Preparing the recruitment pack for prospective candidates | Hard copy / electronic format |
| 4 | Conducting search and selection including weekly report on progress during this phase of activity (if applicable) | Verbal updates to management and / or councillors as required |
| 5 | Developing a report and long list of candidates for an appointments subcommittee to consider. | Electronic and hard copy format |
| 6 | Undertaking and evaluating technical interviews with long listed candidates  Developing a report for an appointments subcommittee to consider | Electronic and hard copy format where applicable |
| 7 | Developing a short list of candidates for the appointments subcommittee to consider as a report where applicable | Electronic and hard copy format |
| 8 | Developing options for interview questions in consultation with the Council with up to 20 questions covering aspects of the job description and person specification for the appointments subcommittee or panel to consider. Interview questions to be delivered in a report | Electronic and hard copy format |
| 9 | Preparing and delivering testing methodology of shortlisted candidates as agreed by the appointments subcommittee. Following testing a report to be provided to the appointments subcommittee | Electronic and hard copy format |
| 10 | Developing options for stakeholder assessment for an appointments subcommittee to consider for appraising stakeholder feedback | Electronic and hard copy format |
| 11 | Develop a final shortlisted candidates pack including CV and summary report on assessment and stakeholder feedback for interview panel | Hard copy format |

Table 2 - Proposed deliverables and activities

1. **KEY MILESTONES**

Dates will be subject to change but indicative dates are as follows:

| **Milestone** | **Date** |
| --- | --- |
| Commencement of contract | May 2022 |
| Initial meetings with Council and agreement on key milestones and dates | May 2022 |
| Initial search and selection for Strategic Director | May 2022 |
| Formal adverts, executive search | May onwards |

Table 3 Key Milestones

1. **AUTHORITY’S RESPONSIBILITIES**

* The convening of an appointments sub-committee to support the selection process
* Provision of any relevant documents including council policies and procedures.
* Contact during the request for quote period is Martin Cox, Interim Director of HR and OD, [mcox@lambeth.gov.uk](mailto:mcox@lambeth.gov.uk)

1. **VOLUME OF ACTIVITY**

While three recruitment campaigns are identified the council cannot guarantee any minimum spend.

Based on past recruitment exercises, senior level recruitments have included the following:

* Up to four formal meetings of the appointments subcommittee
* 1 Stakeholder event
* Up to 4 additional informal meetings

We do not anticipate every recruitment exercise will require this process and so providers should price these as optional depending on the role.

**APPENDIX A – SPECIFICATION OF SCOPE OF SERVICES**

# CONTINUOUS IMPROVEMENT -

The Service Provider will be expected to use their advice and expertise to recommend improvements to the delivery of the project.

1. **STAFF AND CUSTOMER SERVICE**

The Authority requires the Service Provider to provide a sufficient level of resource throughout the duration of the HR Consultant specialist roles contract in order to consistently deliver a quality service to all Parties.

Potential Provider’s staff assigned to the contract shall have the relevant qualifications and experience to deliver the Contract.

The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

1. **SERVICE LEVELS AND PERFORMANCE**

The Authority will measure the quality of the Supplier’s delivery by weekly reporting and feedback from councillors and other stakeholders.

Should it be necessary Lambeth or the supplier can cancel services and deliverables not yet provided.

1. **SECURITY REQUIREMENTS**

Consultants may be required to have a Lambeth ID Badge if on site. Should this be required this will be arranged by Lambeth HR.

1. **REPORTING**

The consultant will be required to provide a weekly updates to the council

1. **PAYMENT**

Payment can only be made following satisfactory delivery of pre-agreed deliverables.

Before payment can be considered, each invoice must include a purchase order number, detailed elemental breakdown of work completed and the associated costs. Suppliers will need to be signed up to the Council’s payment platform Oracle.

1. **ADDITIONAL INFORMATION**

Please refer to the supporting documentation provided by the council including

* [Lambeth Council Constitution](http://moderngov.lambeth.gov.uk/ieListMeetings.aspx?CId=738&info=1&MD=Constitution)
* Contract Terms and Conditions provided as a separate attachment Appendix B – Contract Terms and Conditions
* [Children, young people and families | Lambeth Council](https://beta.lambeth.gov.uk/children-young-people-families)
* [Lambeth Workforce Pages](https://www.lambeth.gov.uk/elections-and-council/transparency-and-open-data/lambeth-workforce-information)

1. **LOCATION**

The location of the Services will be carried out either remotely or at Lambeth Town Hall Brixton Hill SW2 1RW or locations deemed appropriate by the council and consultant.

**APPENDIX B – LAMBETH STANDARD CONTRACT CONDITIONS**

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**APPENDIX C QUALITY AND METHOD STATEMENT**

The service provider should be able to demonstrate in a written **submission no longer than four A4 pages** in a format you deem acceptable on the following:

1. Track record and proposed methodology for senior level recruitment (Strategic Director or director level) recruitment. Please provide examples of where you have conducted successful appointments and what made them successful. (20%)
2. How you propose to add value to the council’s recruitment process. (20%)
3. How you propose to identify candidates from a diverse range of backgrounds and an understanding of the diversity within the London Borough of Lambeth. (20%)
4. Provide your approach to establishing and maintaining effective working relationships with members. (10%)

This will form 70% of the evaluation and each question will be of equal weighting.

The responses will be marked in accordance with the marking scheme below:

|  |  |  |
| --- | --- | --- |
| Score | Rating | Description |
| 0 | No Response | No proposal has been received  Note: The response is deemed unacceptable. |
| 1 | Unacceptable | A proposal at this rating:   * Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures; * Builds very little or no confidence that the Tenderer’s approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.   Note: The response is deemed unacceptable. |
| 2 | Poor | A proposal at this rating:   * Raises reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures; * Raises reservations that the Tenderer’s approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.   Note: a response at this rating includes reservations which cannot be easily resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.  The response is unacceptable. |
| 3 | Acceptable | A proposal at this rating:   * Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; * Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies.   Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost. |
| 4 | Good | A proposal at this rating:   * Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; * Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies.   Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost. |
| 5 | Excellent | A proposal at this rating:   * Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; * Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies.   Note: an excellent response should not include any reservations. |

**APPENDIX D PRICING DOCUMENT AND SUBMISSION**

Please provide a pricing proposal for up to 3 campaigns assuming

1 Strategic Director Campaigns (£165,962)

2 Director Campaigns (£121,858)

Please provide a breakdown and lump sum for these two options.

Please note the above pricing assumptions is for evaluation purposes only.

This will form 30% of the evaluation and will be evaluated using the following formula:

Price Score = (100% - ((Tender Price – Lowest Price)/Lowest Price)) x Price Weighting

If the council choses to select more than one provider, the top two scoring suppliers in price and quality will be selected and the activities would be divided equally (i.e. up to five campaigns per provider)

**TENDER SUBMISSION**

The contact during the request for quote period is Martin Cox, Interim Director of HR & OD [mcox@lambeth.gov.uk](mailto:mcox@lambeth.gov.uk)

Tenders should be submitted by email to the email address above by the submission deadline of **9am 25 April 2022**.