

Invitation to tender and statement of requirement

October 2019

**Recruitment partner for appointment of Chair for the
Professional Standards Authority**

Contract owner: Nominations Committee

1. Purpose of document

- 1.1 The purpose of this document is to invite proposals for specialist recruitment agency to assist the Professional Standards Authority (Authority) in appointing the next Chair.
- 1.2 This document contains the following sections:
 - Introduction to the Authority
 - Statement of requirement
 - Tender proposal and evaluation criteria
 - Procurement procedures.

2. Introduction to the Authority

- 2.1 The Authority promotes the health, safety and wellbeing of patients, service users and the public by raising of regulation and voluntary registration of people working in health and care. We are an independent body, accountable to the UK Parliament.
- 2.2 We oversee the work of nine statutory bodies that regulate health professionals in the UK and social workers in England. We review the regulators' performance and audit and scrutinise their decisions about whether people on their registers are fit to practise.
- 2.3 We also set standards for organisations holding registers for people in unregulated health and care occupations and accredit those organisations that meet our standards.
- 2.4 To encourage improvement, we share good practice and knowledge, conduct research and introduce innovative ideas including our concept of right-touch regulation. We monitor policy developments in the UK and internationally and provide advice to governments and others on matters relating to people working in health and care.
- 2.5 We also undertake some international commissions, which are paid for by the commissioners, to extend our understanding of regulation.
- 2.6 We are committed to being independent, impartial, fair, accessible and consistent. More information about our work and the approach we take is available at www.professionalstandards.org.uk.

Our Values

- 2.7 Our values act as a framework for our decisions. They are at the heart of who we are and how we would like to be seen by our partners. Our values are:
 - Integrity
 - Respect
 - Transparency
 - Fairness
 - Teamwork.
- 2.8 Our values are explicit in the way we work: how we approach our oversight of the registration and regulation of those who work in health and social care, how we develop policy advice and how we engage with all our partners. We strive to be consistent in the way we apply our values.
- 2.9 We are independent but hold ourselves accountable to the public and to the parliaments and assemblies of the UK for what we do and how we do it.

- 2.10 We listen to the views of people who receive care. We seek to ensure that their views are considered in the registration and regulation of people who work in health and social care.
- 2.11 We develop and promote right-touch regulation¹. This is regulation that is proportionate to the risk of harm to the public and provides a framework in which professionalism can flourish and organisational excellence can be achieved². We apply the principles of right-touch regulation to our own work.

Supplying the Authority

- 2.12 The Authority is responsible for purchasing the goods and services necessary to achieve its role as the health and social care authority.
- 2.13 Therefore, we aim to achieve the following values:
- To provide a modern, efficient, transparent and responsible procurement service
 - To achieve value for money by balancing quality and cost
 - To ensure contracts are managed effectively and outputs are delivered
 - To ensure that processes have regard for equality and diversity
 - To ensure that procurement is undertaken with regard to law and best practice.

Small and Medium Enterprises

- 2.14 The Authority will aim to flag up tendering opportunities which are thought to be suitable for SMEs or consortia of SMEs. The purpose is to encourage competition and provide SMEs with access to public sector contracts. It is not intended to give SMEs an advantage, but to level the playing field so that SMEs have opportunity to compete with larger firms. Flagging certain contracts does not mean that SMEs cannot bid for non-flagged contracts, or that larger firms cannot win flagged opportunities.
- 2.15 Please note that this only applies when the Authority is letting advertised contracts, it does not apply when using our own frameworks or those let by other public bodies.
- 2.16 The Authority considers that this contract may be suitable for economic operators that are SMEs and voluntary organisations. However, any selection of tenderers will be based on the criteria set out for the procurement process, as defined in section 4 of this document.

¹ Professional Standards Authority, 2010. *Right-touch regulation*. Available at www.professionalstandards.org.uk/policy-and-research/right-touch-regulation

² Organisational excellence is defined as the consistent performance of good practice combined with continuous improvement

Small and medium enterprises and voluntary organisations:

Enterprise Category	Headcount	Turnover	or	Balance Sheet Total
Micro	<10	≤ € 2 million		≤ € 2 million
Small	<50	≤ € 10 million		≤ € 10 million
Medium	<250	≤ € 50 million		≤ € 43 million
Large	>251	> € 50 million		> € 43 million

2.17 Please ensure that you indicate how your organisation is categorised on the form of tender document which should be submitted along with your proposal.

3. Statement of Requirement

Background to the project

The Professional Standards Authority is seeking to appoint a Chair before the end of the financial year and is looking for a recruitment partner to work with the Authority to select the new Chair. The job description and person specification for the role are attached.

The appointment process will be led by the Authority's Nominations Committee who will report through to the Board of the Authority at regular intervals and will make proposals to the Board, whose role is to make a recommendation to the Privy Council.

Project Objectives & Scope

The Authority is looking for a recruitment agency with a track record of recruiting chairs to significant public bodies.

The successful agency will be expected to:

- prepare proposals for advertising and searching for suitable candidates
- demonstrate how it will source a diverse range of candidates from across the UK
- undertake preliminary interviewing of candidates, and prepare a long list for the Authority's consideration, using criteria agreed with the Authority
- work with the Authority to prepare a shortlist of candidates for interview
- work with the Authority on interview arrangements, support candidates through the interview process, and debrief candidates at the end of the process.

Further information about the Authority's work can be found at <https://www.professionalstandards.org.uk/home>

Candidates will be selected based on their ability to demonstrate that they meet the job description and person specification.

The recruitment panel will consist of three Board members (including the Chairs of the Audit and Risk and Scrutiny Committees) and an independent panel member.

Project Outputs, deliverables and contract management

Outputs and deliverables

The supplier will deliver a significant number of qualified and quality candidates, by deadlines stated, to allow the Authority to shortlist for interview and ultimately appoint a Chair.

All candidates must be pre-vetted and eligible for work in the UK.

Project timescales

We are working to the following indicative timescales:

- November – specialist recruitment agency (RA) to advertise the position and to longlist candidates to the Nominations Committee's criteria
- December - recruitment panel to attend shortlisting meeting
- December - recruitment panel to agree on shortlist and interview arrangements (including testing and / or presentations)
- December - the RA to contact candidates and arrange interviews
- January - interviews to be held
- January - recruitment panel to decide on preferred candidate to put to the Board
- January - the Board to meet and agree the recruitment panel proposal
- January - the independent panel member to produce an independent report on the appropriateness of the process
- January – recommendation made to Privy Council
- February – Privy Council to make appointment.

Budget and Payment Schedule

The offered salary for the Chair's position is £34,530.

The recruitment services should be costed as a flat fee.

Payment options

Payment of the total fee will be on the successful appointment of the candidate and their first month attendance in post.

Should the candidate be dismissed or resign within the first 6 months from the date of their appointment, the recruitment agency will conduct a new candidate search at no cost to the Authority.

Further project related information for bidders

Intellectual Property Rights

The Authority will own the intellectual property rights for all project related documentation and artefacts.

Confidentiality

All consultants working on the project are required to abide by the Cabinet Office's protective marking guidelines, which the Authority uses to protectively mark a proportion of its information.

Sub-Contractors

PSA will not authorise the use of subcontractors for this contract.

4. Tender response and evaluation criteria

The tender response

Tenders will be assessed for compliance with procurement and contractual requirements which will include:

- Completeness of the tender information
- Tender submitted in accordance with the conditions and instructions for tendering
- Tender submitted by the closing date and time
- Compliance with contractual arrangements.

Tenders that are not compliant may be disqualified from the process. We reserve the right to clarify any issues regarding a bidder's compliance. It will be at the Authority's sole discretion whether to include the relevant bidder's response in the next stage of the process.

Evaluation Criteria

Tenders will be evaluated according to weighted criteria as follows:

Methodology (30%)

The proposal should set out the methodology by which the project requirement will be initiated, delivered and concluded. It must explain:

- The activities you will undertake to produce a long list of candidates for PSA to review by the timelines given
- The methods and networks you would use to produce a strong long list with candidates from diverse backgrounds and from across the United Kingdom
- Any support / resources you will require from the Authority to deliver to time, any risks you can identify to delivery, and the steps you would take to mitigate them.

Delivery (30%)

The proposal should set out how and when the project requirement will be delivered. It must include:

- Relevant example of previous work carried out on similar contract, within the last two years
- Explanation of how this experience and lessons learnt will support the successful delivery of this contract
- Customer contact name, with regards this Case Study, who may be contacted for a reference

Experience (30%)

The proposal should set out any experience relevant to the project requirement. It must cover:

- Profiles and experience of the consultants who will be working on this project

Cost / Value for money (10%)

A **fixed fee** for delivery of the project requirement (inclusive of all expenses).

The contract will be awarded to the tender scoring the highest against these weighted criteria ('the most economically advantageous tender').

Marking Scheme

Score 0	Unanswered or totally inadequate response to the requirement. Complete failure to grasp/reflect the core issues
1	Minimal or poor response to meeting the requirement. Limited understanding, misses some aspects
3	Good understanding and interpretation of requirements, providing clear evidence of how the criterion has been met
5	Excellent response fully addressing the requirement and providing significant additional evidence of how the criterion has been met and how value would be added

5. Procurement procedures

Tendering Timetable

5.1 The timescales for the procurement process are as follows:

Element	Timescale
Invitation to tender issued	29/10/19
Deadline for the submission of all relevant forms	08/11/19, 4pm
Shortlisted suppliers notified	12/11/19
Interviews and presentations	19/11/19
Award contract	19/11/19
Project Inception Meeting	20/11/19

Tendering Instructions and Guidance

Amendments to ITT document

5.2 Any advice of a modification to the invitation to tender will be issued as soon as possible before the tender submission date and shall be issued as an addendum to, and shall be deemed to constitute part of, the invitation to tender. If necessary, the Authority shall revise the tender date to comply with this requirement.

Clarifications and queries

5.3 Please note that, for audit purposes, any query in connection with the tender should be submitted via email and should be saved accordingly. The response, as well as the nature of the query, will be notified to all suppliers without disclosing the name of the supplier who initiated the query.

Submission process

- 5.4 Tenders will be accepted no later than the submission date and time shown above. Tenders received after the closing date and time may not be accepted. Bidders have the facility to email later versions of tenders to the relevant member of staff until the closing date/time.
- 5.5 Please submit the supplier questionnaire along with your proposal.
- 5.6 An evaluation team will evaluate all tenders correctly submitted against the stated evaluation criteria.
- 5.7 By issuing this invitation to tender the Authority does not undertake to accept the lowest tender, or part or all any tender. No part of the tender submitted will be returned to the supplier

Cost and pricing information

5.8 Tender costs remain the responsibility of those tendering. This includes any costs or expenses incurred by the supplier in connection with the

preparation or delivery or in the evaluation of the tender. All details of the tender, including prices and rates, are to remain valid for acceptance for a period of 90 days from the tender closing date.

- 5.9 Tender prices must be in sterling.
- 5.10 Once the contract has been awarded, any additional costs incurred which are not reflected in the tender submission will not be accepted for payment.

References

- 5.11 References provided as part of the tender may be approached during the tender stage.

Contractual information

- 5.12 Following the evaluation of submitted tenders, in accordance with the evaluation criteria stated in this document, a contractor may be selected to perform the services and subsequently issued with an order.
- 5.13 Any contract awarded, as a result of this procurement will be placed with a prime contractor who will take full contractual responsibility for the performance of all obligations under the contract.
- 5.14 The proposal should be submitted in the form of an unconditional offer that is capable of being accepted by the Authority without the need for further negotiation. Any contract arising from this procurement will be based upon the Authority's standard procurement terms and conditions. You should state in your proposal that you are willing to accept these terms and conditions.
- 5.15 The Authority does not expect to negotiate individual terms and will contract based on terms that will be outlined by the Authority. If you do not agree to the conditions of a contract, then your tender may be deselected on that basis alone and not considered further.
- 5.16 The Authority may be prepared to consider non-fundamental changes to the standard terms and conditions in exceptional circumstances. If there are any areas where you feel you are not able to comply with the standard Authority terms and conditions, then details should be submitted as a separate annex to the proposal using the following format:

Clause Number	Existing Wording	Proposed Wording	Rational for amendment

- 5.17 Any services arising from this ITT will be carried out pursuant to the contract which comprises of:
- The Authority terms and conditions
 - Service schedules
 - This invite to tender and statement of requirement document; and
 - The chosen supplier’s successful tender.
 - The Authority’s transparency obligations and the Freedom of Information Act 2000 (FOIA)
- 5.18 The Authority complies with the Government’s transparency agenda and as a result, there is a presumption that contract documentation will be made available to the public via electronic means. The Authority will work with the chosen supplier to establish if any information within the contract should be withheld and the reasons for withholding it from publication.
- 5.19 Where appropriate to do so information will be updated as required during the life of the contract, so it remains current.
- 5.20 In addition, as a public authority, the Authority is subject to the provisions of the FOIA. All information submitted to a public authority may need to be disclosed by the public authority in response to a request under the FOIA. The Authority may also decide to include certain information in the publication scheme which it maintains under the FOIA.
- 5.21 If a bidder considers that any of the information included in its proposal is commercially sensitive, it should be identified and explained (in broad terms) what harm may result from disclosure if a request is received and the time applicable to that sensitivity. Bidders should be aware that even where they have indicated that information is commercially sensitive the Authority may be required to disclose this information under the FOIA if a request is received. Bidders should also note that the receipt of any material marked “confidential” or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by that marking. If a request is received the Authority may also be required to disclose details of unsuccessful bids
- 5.22 Please use the following matrix: to list such information:

Para. No.	Description	Applicable exemption under FOIA 2000