



Department
for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Gatenby Sanderson Ltd
FAO: [REDACTED]
Head of Bids
14 King Street
Leeds
LS1 2HL

Attn: [REDACTED]

Date: 12/07/2022

Procurement ref: TRHR3227

Dear [REDACTED]

Award of contract for Executive Recruitment Services DfT

Further to your submission of a Tender for the above project, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

Appendix 1 provides feedback on your successful proposal.

The contract shall commence on the 18/07/2022 and the Expiry Date will be 17/07/2023. The contract will be for an initial 12 Months with an option to extend for a further 12 Months if required.

This procurement activity was conducted via a competitive Crown Commercial Services Framework procurement. This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents issued on 23/06/2022.
- Your proposal/quotation submitted on 07/07/2022.
- Call-Off Order Form RM6002.
- CCS Framework Terms and Conditions RM6002.

The Contract Manager [REDACTED] will contact you to discuss start up arrangements under this contract.

The firm approved cost for the work will be for £92,000 (exclusive of VAT) and this must not be exceeded unless DfT exercise the extension option.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**Accounts Payable,
Shared Services Arvato,**



Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

If you are content to enter into a binding contract, please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:.....	[Redacted Signature]	.
Name:	[Redacted Name]
Position:	Head of Bids
Date:	13/07/22

Yours sincerely,



DfT Commercial Manager

Signed for and on behalf of the Department for Transport

Appendix 1

Number	Question	Score (out of 100%)	Evaluators' Feedback
4 - Quality			WEIGHTING 90%
Q 4.1.	<p>Relevant Expertise (Minimum acceptable score of 4 or above).</p> <p>Provide a summary/profile for each resource proposed (each to be no more than one side of A4 paper) summarising the relevant experience of each member of staff you intend to commit to this project including a short biography of relevant experience demonstrating their knowledge, skills and expertise in line with Sections 5&6 of the Statement of Requirements and specifically in relation to a comparable role with a comparable end client.</p>		
Q 4.2.	<p>Approach & Ability to meet requirement (Minimum acceptable score of 4 or above).</p> <p>Bidders are requested to set out their approach to:</p> <ul style="list-style-type: none"> • Running an attraction strategy to reach candidates with experience of working in senior leadership corporate roles i.e. finance, digital and HR providing particular evidence of how they will use innovation to attract candidates with transferable skills from both public and private sectors in line with the Government Reform Agenda • How they will source a diverse range of candidates with the experience required, with a particular focus on gender, ethnic minority and disabled candidates. • Experience of attracting candidates nationally as DfTc have a particular focus on the Birmingham and Leeds markets and our Agencies are located regionally (DVSA- Bristol, DVLA, Swansea, MCA, Southampton). • Managing candidate tests and assessments, confirming their ability to complete these. 		

Q 4.3.	<p>Management & Delivery (Minimum acceptable score of 4 or above).</p> <p>Bidders are requested demonstrate in their approach:</p> <ul style="list-style-type: none"> • The provision of an implementation plan is required, including tasks, milestones and KPIs – this should confirm roles and responsibilities of all parties. • How they will work effectively with DfT to provide these services including how oversight will be given on the progress of work, monitoring against the implementation plan and the identification or sharing of any risks of issues with the campaign or candidates as the recruitment progresses. 		
Q 5.1.	<p>Social Value.</p> <p>Responses should show how the prime contractor and any key suppliers in the supply chain encourage representation of vulnerable groups, or people with protected characteristics and take action to reduce barriers to participation for businesses led or owned by vulnerable groups, or people with protected characteristics.</p> <p>Actions to reduce barriers to participation in the supply chain may include:</p> <ul style="list-style-type: none"> - pre-market engagement activities; - co-design and co-creation of services; - advertising subcontracting opportunities on Contracts Finder; - practices to ensure prompt payment through the supply chain; - breaking contracts into sub-contracts where possible; - reasonable, proportionate insurance requirements. <p>The above is an indicative list of acceptable evidence but should not be considered as exhaustive criteria.</p>		
Q 5.2.	Social Value.		

	<p>Responses should set out how the prime contractor and any key suppliers in the supply chain would recruit, train, retain and support employees engaged in performance of the contract, including apprenticeships and work placements.</p> <p>Responses may include: -</p> <ul style="list-style-type: none"> - evidence of recruitment and employment policies that attract candidates with diverse backgrounds - how the supplier mitigates risk of Modern Slavery, evidence of Modern Slavery statement (if applicable) and compliance with relevant labour laws - how the supplier supports people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance - how the supplier offers opportunities for work experience, apprenticeships, work placements or similar activities - how the supplier encourages and provides an inclusive working environment to employees from all backgrounds. The supplier should provide evidence of Company Policy on Equal Opportunities and Diversity in the workplace <p>The above is an indicative list of acceptable evidence but should not be considered as exhaustive criteria.</p>			
Total Questionnaire Weighted Score			Winning Suppliers' Weighted Score	
4 – Price				WEIGHTING 10%
4.1			Price ranking	
Total Questionnaire Weighted Score			Winning Suppliers' Weighted Score	
Evaluation Summary				
Overall Bid Score (Weighted)			Winning Suppliers' Overall Bid Score	

Overall Ranking			Winning Suppliers' Overall Ranking		
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