



Department for Transport 33 Horseferry Road London SW1P 4DR

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

Attn:

Date: 12/07/2022

Procurement ref: TRHR3227

Dear

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 will contact you to discuss start up arrangements under this contract.

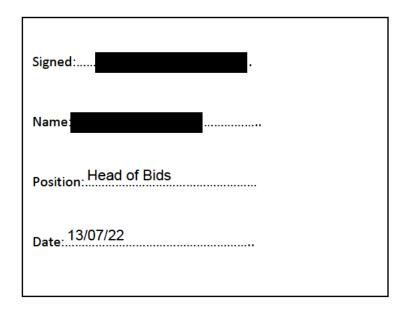
The firm approved cost for the work will be for £92,000 (exclusive of VAT) and this must not be exceeded unless DfT exercise the extension option.

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:



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.



Yours sincerely,



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 4.2.	Relevant Expertise (Minimum acceptable score of 4 or above). 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. Approach & Ability to meet requirement (Minimum acceptable score of 4 or above). Bidders are requested to set out their approach to: 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).			

Q 4.3.	Management & Delivery (Minimum acceptable score of 4 or above). Bidders are requested demonstrate in their approach: 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.	Social Value. 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. Actions to reduce barriers to participation in the supply	
	chain may include: - 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. 	
	The above is an indicative list of acceptable evidence but should not be considered as exhaustive criteria.	
Q 5.2.	Social Value.	

Total Questionnaire Weighted Score	Winning Suppliers' Weighted Score	
4.1	Price ranking	WEIGHTHING 1070
4 – Price		WEIGHTING 10%
Total Questionnaire Weighted Score	Winning Suppliers' Weighted Score	
should not be considered as exhaustive criteria.		
The above is an indicative list of acceptable evidence but		
Equal Opportunities and Diversity in the workplace		
The supplier should provide evidence of Company Policy on		
working environment to employees from all backgrounds.		
- how the supplier encourages and provides an inclusive		
apprenticeships, work placements or similar activities		
careers guidance - how the supplier offers opportunities for work experience,		
career mentoring, including mock interviews, CV advice, and		
- how the supplier supports people into work by providing		
compliance with relevant labour laws		
evidence of Modern Slavery statement (if applicable) and		
- how the supplier mitigates risk of Modern Slavery,		
attract candidates with diverse backgrounds		
- evidence of recruitment and employment policies that		
Responses may include: -		
contract, including apprenticeships and work placements.		
and support employees engaged in performance of the		
Responses should set out how the prime contractor and any key suppliers in the supply chain would recruit, train, retain		

Overall Ranking	Winning Suppliers' Overall Ranking	