



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Gatenby Sanderson Ltd



Attn: [Redacted]

Date: 20/06/2022

Procurement ref: TRHR3224

Dear Sir/Madam,

Award of contract for TRHR3224 Executive Search – MCA Chief Executive Officer

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 27/06/2022 and the Expiry Date will be 26/06/2022. The contract will be for an initial 6 months with an option to extend for a further 6 months if required.

This procurement activity was conducted via a competitive, open procurement. This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents issued on 26/05/2022.
- Your proposal/quotation submitted on 10/06/2022
- Call-Off Order Form
- CCS Framework Terms and Conditions (RM6002 [Permanent Recruitment Solutions - CCS \(crowncommercial.gov.uk\)](#))

The commencement date of this contract will be 27/06/2022 and will expire on 26/06/2022. The Contract Lead, [Redacted] will contact you to discuss start up arrangements under this contract.

The firm approved cost for the work will be for £24,950 (exclusive of VAT) and this must not be exceeded.



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,



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.

  Position: Head of Bids Date: 20/06/2022
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Yours sincerely,

A handwritten signature in black ink, enclosed within a rectangular box. The signature is stylized, starting with a small 'c' and followed by a series of loops and a long horizontal stroke.

Carwyn Jenkins, 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%
4.1	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.	8% out of 10%	Overall, the panel felt the bidder's response was good. The bidder put forward a good team with a range of experience. The bidder could've achieved a higher score if they offered additional information on how they've worked, not just with Government Organisations, but the private sector. The panel would've like to have seen a broader range of expertise put-forward. The bidder would've also benefitted from a more tailored approach.
4.2	Bidders are requested to set out their approach to: <ul style="list-style-type: none"> Preparing an attraction strategy to reach candidates with experience for the Chief Executive Officer role providing particular evidence of how they will attract candidates with transferable skills from both public and private sectors focussing on leadership, delivery, strategic and transformation experience How they will source a diverse range of candidates with the experience required, with a particular focus on gender, ethnic minority and disabled candidates located in the Southampton area; and Managing candidate tests and assessments, confirming their ability to complete these 	36% out of 45%	A good response from the bidder. Demonstrated a good understanding of the current context of what the leadership situation is with MCA. The bidder set out which sectors they would target to attract suitably qualified people for the role and their ability to recruit to regional locations The bidder could've achieved a higher score if they elaborated on their approach, i.e., the panel would've like to have seen more emphasis on sourcing candidates from the private sector (diverse). The response would have benefited from a more innovation in candidate attraction approach/broader thinking on where they'll obtain their candidates from.
4.3	Bidders are requested demonstrate in their approach: <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 	25% out of 25%	A very good response. Strong focus on candidate care overall and approach in reaching/ achieving the timetable during a challenging summer holiday period. Detailed campaign timetable provided by the Bidder. Provides info on areas which can be flexed in order to expedite the process more quickly and emphasises the need for it to be a two-way process

	identification or sharing of any risks of issues with the campaign or candidates as the recruitment progresses		
5.1	<p>Describe how your organisation would perform the contract to ensure that environmental impacts are reduced, and how you would monitor and measure this.</p> <p>Responses should set out how the prime contractor and any key suppliers in the supply chain would minimise or mitigate any negative environmental impacts, and contribute to the appropriate targets in the HM Government 25-Year Environmental Plan https://www.gov.uk/government/publications/25-year-environment-plan</p> <p>in the performance of the contract including the top goals from the environmental plan below where appropriate: -</p> <ul style="list-style-type: none"> - clean air - clean and plentiful water - thriving plants and wildlife - reducing the risks of harm from environmental hazards - using resources from nature more sustainably and efficiently - enhancing beauty, heritage and engagement with the natural environment - mitigating and adapting to climate change - minimising waste - managing exposure to chemicals - enhancing biosecurity - reducing the use of consumer single-use plastics <p>The above is an indicative list of acceptable evidence but should not be considered as exhaustive criteria.</p>	4% out of 5%	<p>A good response. The bidder provided information on the use of Technology to reduce paper waste, hybrid working for staff to reduce dependence on travel (environmental impact) to the office and use of technology to reduce unnecessary face to face meetings - 80% reduction in paper and travel consumption in last 12 months.</p> <p>The bidder could've achieved a higher score if they tailored their response or directly addressed the Governments 25 Year Environmental Plan (as noted in the Tender). i.e. how to the measures that the bidder has taken, directly feed into the 25 Year Environmental Plan.</p>
5.2	Describe how your organisation would recruit, train, retain and support employees (e.g., apprenticeships and work placements) engaged in performance of the contract, and	5% out of 5%	Bidder provided good evidence against the brief in relation to diversity, modern slavery and opportunities for apprenticeships and interns.

	<p>how you would monitor and measure your compliance with relevant labour laws.</p> <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. <p>The supplier should provide evidence of Company Policy on Equal Opportunities and Diversity in the workplace</p> <p>The above is an indicative list of acceptable evidence but should not be considered as exhaustive criteria</p>		Evidence of company policy on equal opportunities and diversity in the workplace. Overall, a very strong response.	
Total Questionnaire Weighted Score		90%	Winning Suppliers' Weighted Score	78%
4 – Price				WEIGHTING 10%
4.1	£24,950		Price ranking 2 out of 3	
Total Questionnaire Weighted Score		10%	Winning Suppliers' Weighted Score	6.81%
Evaluation Summary				

Overall Bid Score (Weighted)	84.81%	Winning Suppliers' Overall Bid Score	84.81%
Overall Ranking	1st	Winning Suppliers' Overall Ranking	1st