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**Invitation to Tender:**

|  |  |
| --- | --- |
| Contract title | GBSLEP Recruitment Agency Procurement |
| Contract reference | **AA/KS/HR2022** |
| Date/time for tender return | 13th July 2022 |

**The Greater Birmingham and Solihull Local Enterprise Partnership Limited (GBSLEP)**

**Growth Hub**

15 Colmore Row

Birmingham

B3 2BH

[www.gbslep.co.uk](http://www.gbslep.co.uk)

[www.gbslepgrowthhub.co.uk](http://www.gbslepgrowthhub.co.uk)

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# Submission Instructions and Conditions

* 1. You are invited to submit a tender for The GBSLEP Recruitment Agency Procurement opportunity no later than 9am on 13h July 2022 as detailed below .
  2. Please submit an electronic copy of your tender document to [procurement@gbslep.co.uk](mailto:procurement@gbslep.co.uk)
  3. Failure to submit your Bid by the closing time and date may result in your Tender not being evaluated. Tenders must be submitted for the entire service; tenders for only part of the service may be rejected.
  4. Please use a delivery and read receipt on your email to confirm it has been delivered. GBSLEP will confirm receipt of your Tender but this may not be until after the deadline.
  5. Tenders must be in English and Microsoft Word Format.
  6. Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done. Do not alter the format of the ITT document, submissions which cannot be scored due to a change in formatting will be rejected.
  7. Where a question is not relevant to your organisation, you should respond “Not Applicable”.
  8. Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested, or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.
  9. Tender providers (henceforth Potential Providers) are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of the Potential Provider to obtain for themselves, at their own expense, all information necessary for the preparation of their tender.
  10. GBSLEP may at its own absolute discretion extend the closing date and time specified for the receipt of tenders. **Changes to our standard Terms will not be accepted and by submitting your bid you agree to be bound by the terms set out at Appendix 3 should your bid be successful.**
  11. GBSLEP will evaluate this tender based on criteria set out in 2 – Evaluation and Award Criteria of this Tender Information section.
  12. GBSLEP does not bind itself to accept the lowest or any tender and reserves the right to accept a tender either in whole or part for the goods and services specified.
  13. All prices shall in all cases be **exclusive of VAT**, which will be applied in accordance with legislation. Discounts, trade allowances of any kind must be shown separately.
  14. The **Terms of Participation at Appendix 2** will apply throughout this Procurement. They set out further rights and obligations which apply to Potential Providers and GBSLEP. In submitting your Tender to the GBSLEP you agree to be bound by the Terms of Participation **and must sign and return the declaration to this effect at Annex 1 of Appendix 2**

* 1. The Contract will be let for an initial period of 1 year. There is no guaranteed work under this procurement but spend based on an average annual spend is not anticipated to be in excess of £165,000 across all lots.

On the basis of successful delivery by the Provider, the GBSLEP reserves the right but is not obligated, in accordance with the Public Contract Regulations 2015, to extend the contract period for up to a further 1+1 years, and to vary the contract via a variation procedure to include but not limited to additional recruitment sectors, changes in process, and to allow for continuous improvement. Changes may also be made to effect Step In rights and non-substantial changes to requirements by the Funding Body or to share best practice.

* 1. The Potential Provider(s) with the winning bid will be required to enter an Agreement with GBSLEP based upon the **Draft Contract Terms and Conditions at Appendix 3** and the terms and conditions as set out in this ITT, including for the avoidance of doubt the Potential Provider’s response, shall be deemed to be incorporated into and form part of any Contract entered into between the GBSLEP and the Provider.
  2. A potential Provider which changes its legal entity following the submission of a completed tender but prior to Contract Award may not be permitted to continue in the process under a different registration number if due diligence and scoring has already commenced.
  3. All formal communications (including, but not limited to, clarifications and the submission of Tenders) to GBSLEP are to be made in writing, by email to [procurement@gbslep.co.uk](mailto:procurement@gbslep.co.uk)
  4. It is the Providers’ responsibility to ensure any verbal queries or clarifications they generate are confirmed in writing by email to [procurement@gbslep.co.uk](mailto:procurement@gbslep.co.uk). In the event of any misunderstandings reliance on verbal communications will not be permissible.
  5. If a Provider is in doubt as to the interpretation of any part of this document; or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact GBSLEP by email to [procurement@gbslep.co.uk](mailto:procurement@gbslep.co.uk) and we will endeavour to answer enquiries prior to Tenders being submitted. The answer will be circulated to other Providers. **This clarification phase is available between 29st June and 09:00 on 8h July**. Note that clarifications submitted outside of these timescales will not be considered. Clarifications will be published via the GBSLEP website.

# Evaluation and Award Criteria

|  |  |
| --- | --- |
| Description of Scoring Methods | |
| Pass/Fail | If the bidders tender does not satisfy the required criteria the submission will be rejected |
| Quality | Scored using a standard 0-5 scoring system set out below |
| Price (3A) | The lowest priced proposal will be awarded full marks, i.e., 30%. The more expensive proposals will be ranked and scored in direct proportion to how much more expensive they are than the lowest price. |
| Price (3B) | Each question will be scored 0-5 and averaged to give an overall section score worth a maximum of 10% |

* 1. Following initial due diligence to establish compliance with contractual requirements and the completeness of the Potential Providers Tender, the GBSLEP will evaluate tenders against both Quality and Price. The GBSLEP reserves the right to reject incomplete or indecipherable submissions or submissions which score below “2” on any question.
  2. Where required and at the sole discretion of the GBSLEP, clarifications may be sought from Potential Providers regarding the content of their Tender submission.
  3. Tenders will be assessed using the following criteria and weightings, quality scores will be represented as a percentage and the weighting applied to each question to give an overall quality score. The lowest priced bid will be given the full percentage marks allocated to price with other bids expressed as a percentage of the highest score. Scores within each area will be added together to arrive at the total score for this piece of work.

|  |  |
| --- | --- |
| **Question** | **Weighting** |
| PROPOSED APPROACH TO THE SPECIFIED WORK | 30% |
| EXPERIENCE | 10% |
| PROPOSED TEAM | 15% |
| SOCIAL VALUE | 5% |
| PRICE (3A) | 30% |
| PRICE (3B) | 10% |

* 1. The evaluation team will assess the submissions and award a score between 0 - 5 in accordance with the scoring system detailed below. Note that the option to score any ½ marks is not permissible. Consensus scoring may be used as a second stage to evaluation.

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **Assessment** |
| 5 | The response meets or exceeds the requirement in all aspects | Meets or Exceeds Requirement |
| 4 | The response meets the requirement in most material respects but may be lacking in some minor respects – there are no material concerns | Meets requirement – Some minor points identified |
| 3 | The response meets the requirement and provides information which is relevant, all points in the question are addressed but are lacking in detail or inconsistent in some identifiable aspects. | Meets requirement – Some major points identified |
| 2 | The response falls short of achieving the expected standard, the response fails to address the question fully in a number of identifiable aspects. | Partially Meets Requirement |
| 1 | The response significantly fails to meet the standards required and/or contains significant shortcomings. | Fails to meet requirement |
| 0 | No response is provided or the response is not relevant to the question. | Response is missing or irrelevant |

* 1. Potential Providers should be aware that, should they be awarded a Contract, the content of the Contract may be published by GBSLEP to the general public in line with transparency requirements.

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**Tender Response**

|  |  |
| --- | --- |
| Contract title | GBSLEP Recruitment Agency Procurement |
| Contract reference | AA/KS/HR2022 |
| Tenderer name |  |
| Time / date for tender return | 13th July 2022 @ 09:00 |

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Please complete the following questions and email back to [procurement@gbslep.co.uk](mailto:procurement@gbslep.co.uk) by no later than 13th July 2022 @09:00. Ensure before submission that you have included all relevant documentation; you are required to return the declaration at Annex 1 of Appendix 2 and to sign the statement of insurance cover at section 2 stage 1 of this document and the confirmation certificate at Stage 4. We reserve the right to reject incomplete tenders.

**Stage 1 – General Information**

1. **Company Information**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Trading Name (if different) |  |
| Address of Registered Office | *Address 1* |
| *Address 2* |
| *Address 3* |
| *City/Town* |
| *Country* |
| Postcode |  |
| Company VAT Number |  |
| Company Registration Number |  |
| Date of Registration |  |
| Certificate of Incorporation  (Or include reasons if not applicable) | £ Yes  £ No |
| Is the applicant a consortium, joint venture or other arrangement? If so, please provide details of the constitution. | £ Yes  £ No |
| Contact Name for enquiries about this application |  |
| Contact Telephone Number |  |
| Contact Mobile Number |  |
| Contact Email Address |  |
| Authorised Signatory Name for Contracting |  |
| Authorised Signatory Job Title |  |
| Authorised Signatory email address |  |

1.2 The Tenderer must inform GBSLEP if they are receiving funding, or proposing to take funding, to undertake similar or related activities to that defined in this procurement exercise. Please provide details with your tender in the table below.

|  |  |
| --- | --- |
| Funder |  |
| Funding Activities |  |
| Date |  |
| Period of Funding |  |

1. **Statement of Insurance Cover** 
   1. Details of existing policies which will provide insurance cover for the contract

|  |  |  |
| --- | --- | --- |
| ***Public Liability Insurance***  *Minimum Cover: £1 million* | Insurer |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |
| ***Professional Indemnity Insurance***  *Minimum Cover £1 million* | Insurer |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |
| ***Employers’ Liability Insurance***  *Minimum Cover £5 million* | Insurer |  |
| Policy Number |  |
| Level of Indemnity |  |
| Limit for Single Event |  |
| Expiry Date |  |

* 1. Details of any new policies or endorsements to existing policies that will be required to comply with the insurance provisions of the contract.

|  |  |
| --- | --- |
| Type of Policy |  |
| Proposed Insurers |  |
| Details |  |

* 1. Details of Insurance Agent/Broker

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone No. |  |
| Fax No. |  |
| Email |  |

* 1. I/We confirm that the insurances detailed in paragraph ***2.1*** and ***2.2*** will provide all the Insurance cover required under the Contract.
  2. I/We agree that the details provided in the insurance statement may be checked with the Insurance Agent/Broker named in paragraph ***2.3***

In the event that my/our offer is under consideration I/We agree to arrange, with the insurers the provision of a Statement to GBSLEP:

1. that valid Insurance is held in accordance with the requirements of Conditions of Contract;
2. that all premiums due to the Insurer have been paid including instalment payments;
3. that the Insurer agrees to give notice forthwith to GBSLEP of withdrawal or intention to withdraw insurance cover in connection with the project.
   1. This document is to be signed by such persons:
4. where the tenderer is an individual, by that individual;
5. where the tenderer is a partnership, by one duly authorised partner;
6. where the tenderer is a company by one director or by a director and the secretary of the Company, such persons being duly authorised for that purpose.

|  |  |
| --- | --- |
| Date |  |
| Signatures of Tender Provider/Agent |  |
| Business Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |

**3. References**

Please provide two references relevant to this project that will be used to assess the experience, capability and competence of the organisation and the individual(s). GBSLEP reserves the right to verify the authenticity of the references referred to at any time during the procurement process.

* + Use only those references where you have the ability to disclose all the relevant information asked.
  + Use only those references where the contact provided is willing to discuss the contact of the information included.
* Prior to being awarded the contract, GBSLEP will undertake a risk assessment, which will include contacting references.

|  |  |
| --- | --- |
|  | **Reference 1** |
| Organisation (Name): |  |
| Contact Name |  |
| Telephone Number |  |
| Email Address: |  |
| Date Contract Awarded: |  |
| Contract Completion Date: |  |
| Contract Reference and Brief Description: |  |
| Contract Value: |  |
| Contract Outcomes: |  |

|  |  |
| --- | --- |
|  | **Reference 2** |
| Organisation (Name): |  |
| Contact Name |  |
| Telephone Number |  |
| Email Address: |  |
| Date Contract Awarded: |  |
| Contract Completion Date: |  |
| Contract Reference and Brief Description: |  |
| Contract Value: |  |
| Contract Outcomes: |  |

|  |  |
| --- | --- |
| Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? | £ Yes  £ No |
| If **“Yes”** please give details: | |

**4. Compliance**

Potential Providers are required to self-certify that they hold, or will put in place prior to mobilisation, the policies and processes listed in the table below in line with legislation and pursuant to the requirements of the Draft Contract Terms and Conditions at Appendix 3.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Data Protection Policy and Processes Compliant with Data Protection Legislation |  |  |
| Health & Safety Management Policy Compliant with The Health & Safety at Work Act 1974 |  |  |
| Environmental Policy with a commitment to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment. |  |  |
| Procurement Policy to adopt such policies and procedures that are required in order to ensure that value for money has been obtained in the procurement of goods or services funded by the Contract. |  |  |
| Modern Slavery If applicable to the organisation, Potential Providers must state they are compliant with the annual reporting requirements contained within Section 54 of the Act |  |  |

**Stage 2 – Quality Response overall 60%**

|  |  |
| --- | --- |
| Name of Bidding Organisation |  |

Please indicate the Lot your response relates to in the table below:

|  |  |  |
| --- | --- | --- |
| LOT NUMBER | DESCRIPTION | APPLICABLE LOT (PLEASE TICK) |
| Lot 1 | Executive and NEDs |  |
| Lot 2 | Grant Policy Officers & Project Management |  |
| Lot 3 | ESIF(ERDF & ESF) & Skills Specialists |  |
| Lot 4 | Business Support Services |  |

If you are bidding for more than one LOT please submit one copy of this section (Stage 2) per LOT for separate scoring, you do not need to resubmit Stage 1 but must ensure that all documents are submitted together.

|  |  |  |
| --- | --- | --- |
| PROPOSED APPROACH TO THE SPECIFIED WORK | | **Section weight 30%** |
| 2A | Please detail how you will work with the GBSLEP to recruit the highest calibre of candidates. Please include the process you will follow for each recruitment detailing the step-by-step approach to each recruitment stage to include the services outlined in the specification  [MAX WORD COUNT 1500] | Sub Weight  25% |
|  | *Response* |  |
| 2B | Staff may be recruited and be funded via streams which require us to follow specific branding and publicity requirements. Please explain how you will ensure that all advertising and correspondence complies with the differing branding requirements of our multiple funding streams.  [MAX WORD COUNT 300] | 5% |
|  |  |  |
| EXPERIENCE | | **10%** |
| 2C | Please describe your experience of successfully recruiting candidates for the relevant LOT, include detail of experience of any specific rules and regulations governing public sector recruitment in this area and your approach to ensuring that candidates are qualified and have the experience required for specialist areas.  [WORD COUNT 500] | 10% |
|  | *Response* |  |
| PROPOSED TEAM | | **15%** |
| 2D | Please describe your proposed team dynamic to ensure that the GSLEP receives effective project management from the start of the recruitment process to its conclusion, how you will ensure the GBSLEP is kept informed of progress and how you will ensure availability at peak times.  [MAX WORD COUNT 500] | 15% |
|  | *Response* |  |
| **SOCIAL VALUE** | | 5% |
| 2E | Please explain how you will ensure that candidates from a diverse background will be enabled to access GBSLEP vacancies.  [WORD COUNT 300] |  |
|  | *Response* |  |

**Stage 3 – Price**

Please complete the pricing schedule as detailed below submitting either a fixed placement fee OR % of annual salary for Permanent Recruitment for each average salary amount per grade. If you are bidding for more than one LOT and your pricing structure differs for each LOT please submit one copy of this section (Stage 3) per LOT for separate scoring, you do not need to resubmit Stage 1 but must ensure that all documents are submitted together.

**3A:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Permanent Roles** | | | | |
| **Grade** | **Average Salary 2022/23** | **Fixed Placement Fee £’s** | **% of Annual Salary** | **Exclusive Rate (if any)** |
| 1 | £19,029 |  |  |  |
| 2 | £20,403 |  |  |  |
| 3 | £24,936 |  |  |  |
| 4 | £32,694 |  |  |  |
| 5 | £41,676 |  |  |  |
| 6 | £52,350 |  |  |  |
| 7 | £68,644 |  |  |  |

|  |  |
| --- | --- |
| **Temporary Roles** | **% mark up per hour / bill rate** |
|  |  |

**3B:**

3B.1 Please set out your expected Payment terms here:

|  |
| --- |
|  |

3B.2 Please set out your rebate period and replacement candidate costs here:

|  |
| --- |
|  |

3B.3 Please Detail discounts for multiple roles here:

|  |  |
| --- | --- |
| Minimum qualifying roles | Discount rate |
|  |  |
|  |  |
|  |  |

3B.4 Please detail any further added value (discounts/economies of scale) here:

|  |
| --- |
|  |

All prices shall be in all cases exclusive of Value Added Tax, which will be applied in accordance with legislation.

The price(s) are deemed to be inclusive of all costs and expenses incurred in providing the product or service. No costs, other than those detailed will be allowed.

**Stage 4 – Further Information**

**Payment by BACS**

GBSLEP is implementing payments electronically by BACS and should your tender be accepted you will be paid by BACS. Therefore, please provide the following information:

|  |  |
| --- | --- |
| Name of Bank/Building Society |  |
| Sort Code |  |
| Account Number |  |

***Confirmation Certificate***

[Name of Organisation] confirm that we understand and accept that GBSLEP has in its ITT stated that the terms and conditions are in accordance to those set out in the standard terms and conditions of contract.

[Name of Organisation] confirm that the tender submitted is on the basis as set out in the document and that a relevant consideration for GBSLEP determining to proceed with the evaluation of our tender is that we do not seek to negotiate on the specification or the standard terms and conditions of contract.

If for any reason following the submission of our tender we seek to propose any changes to the specification, standard terms and conditions, or to put forward any proposal which conflicts and we do not withdraw that change following a written request to do so by GBSLEP, then we agree that GBSLEP may determine not to evaluate our tender submission any further.

|  |  |
| --- | --- |
| Date |  |
| Tenderer’s signature  (by a director) |  |
| Name of Director in block capitals |  |
| Company name |  |
| Company address |  |
| Company telephone |  |
| Signing Director’s telephone |  |
| Signing Director’s email address |  |

***Thank you for taking the time to respond to this tender***