



Crown
Commercial
Service

Bid Pack

Attachment 3 – Statement of Requirements

Provision of SCS3 Executive Search Services for Crown
Commercial Service

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Bid pack for Provision of Executive Search Services

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1. PURPOSE

- 1.1 To source and recruit an SCS3 for Crown Commercial Service.

2. BACKGROUND TO THE BUYER

- 2.1 Crown Commercial Service (CCS) is the largest public sector procurement organisation in the UK. CCS is an executive agency and trading fund of the Cabinet Office.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 We would like to direct award an Executive Search firm RM6290 (lot 2) to appoint an SCS3 for CCS.
- 3.2 It is imperative that we recruit an exceptional leader with business acumen to further CCS's organisational development and drive its ambitious plans, The supplier will have a successful track record in executive search at this level (C-Suite) i.e. Director General
- 3.3 Finally, we will also consider an Executive Search firm that will provide excellent value for money.

4. SCOPE OF REQUIREMENT

- 4.1 To appoint an executive search firm to attract and source suitably experienced professionals to apply for our forthcoming SCS3 recruitment campaign. The agency will be responsible for overseeing and managing the recruitment processes from advert through to offer, that is generating a diverse pool of candidates to sift, conducting interviews and gathering candidate data to create detailed candidate reports ahead of the shortlist meeting, organise, manage and potentially facilitate final panel interviews and make verbal offers and manage reference checking and due diligence.

5. THE REQUIREMENT

- 5.1 Services Required:
- 5.2 Planning and Launch
- 5.3 Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - 5.3.1 Job description, person specification and salary
 - 5.3.2 Designing a process, campaign literature and advertising strategy
 - 5.3.3 Proposed search strategy and suggested timetable

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- 5.3.4 Plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- 5.4 Produce final advertising material and launch on external media
- 5.5 Search and Assess
- 5.6 Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions /sectors
- 5.7 Provide a dedicated contact for enquiries from prospective candidates
- 5.8 Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- 5.9 Attend a mid-search progress review meeting with key stakeholders, if required
- 5.10 Immediately after the vacancy has closed, provide the DG Workforce Team, CCS & GCO Recruitment Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through search efforts
- 5.11 At least 48 hours in advance of the sift, provide the DG Workforce Team, CCS & GCO Recruitment Team and selection panel members with a 'sift pack' which includes:
 - 5.11.1 CV and Supporting Statement of each applicant
 - 5.11.2 A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - 5.11.3 Confirmation of candidates that have applied under the Disability Confident scheme
 - 5.11.4 A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- 5.12 Attendance at a sift meeting with the selection panel at which you will present the outcome of your search and recommendations for ADC/SEE and interview
- 5.13 Arrange and conduct preliminary interviews with agreed applicants
- 5.14 Arrange, manage and potentially facilitate final panel interviews
- 5.15 Candidate Management and Attraction
- 5.16 You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- 5.17 You are required to meet the following SLAs:

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- 5.17.1 Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
- 5.17.2 Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
- 5.17.3 Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

6. KEY MILESTONES AND DELIVERABLES

- 6.1 Key milestones and deliverables are given below.
- 6.2 The following Contract milestones/deliverables shall apply:

Milestone / deliverable	Indicative Date
Advert	January 2024
Sift	February 2024
ADC	February 2024
SEE	March 2024
Informal Fireside conversations	March 2024
Final Panel Interviews	March 2024

7. MANAGEMENT INFORMATION/REPORTING

- 7.1 The Supplier will report on all the candidates that apply and provide a full breakdown in terms of diversity.

8. VOLUMES

- 8.1 This contract consists of 1 recruitment campaign for an SCS3 pay band.

9. CONTINUOUS IMPROVEMENT

- 9.1 Changes to the way in which the Services are to be delivered must be brought to the Buyer's attention and agreed prior to any changes being implemented.

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10. QUALITY

10.1 No specific accreditations required for this procurement. Technical and professional capability pre-tested at framework level.

11. PRICE

11.1 The cost of an SCS3 campaign for 1 role per the framework rate card. 25% retained, 25% shortlist and 50% candidate successfully placed.

11.2 Services required in addition to the scope of the campaign rate should be itemised in the pricing submission.

11.3 Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

12. STAFF AND CUSTOMER SERVICE

12.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

12.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

12.3 The Supplier shall ensure that staff understand the Buyer's vision and objectives and will provide excellent customer service to the Buyer throughout the duration of the Contract.

13. SERVICE LEVELS AND PERFORMANCE

13.1 The Buyer will measure the quality of the Supplier's delivery by:

13.1.1

14.

KPI/SLA	Service Area	KPI/SLA Description	Target
1	Advertisement window	To source a diverse pool of qualified candidates and categorise them as A, B or C candidates per the essential criteria.	All candidates that submit an application need to be scored prior to the sift meeting.
2	Attendance at sift meeting	Attendance at sift meeting with selection panel to present findings from search	February 2024
3	Preliminary interviews	The supplier will need to conduct interviews with the shortlisted candidates to further explore their suitability for the role and provide a detailed report for the	February / March 2024

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		selection panel.	
4	Final panel interviews	The supplier will help to organise and possibly facilitate the final interviews	March 2024
5	References and due diligence checks	The supplier will conduct all reference checking and due diligence checks on appointable candidates	March 2024
6	Offer	The supplier will make the offer of employment and provide feedback to unsuccessful candidates	March 2024

15. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 15.1 No specific vetting requirements for the supplier's staff.
- 15.2 All sensitive data will be held by the supplier per their own privacy policy. No sensitive information will be transferred. Prior to public advertisement, the supplier must maintain confidentiality given the sensitivity of the requirement.

16. PAYMENT AND INVOICING

- 16.1 Invoices will be paid via 3 instalments as above - 25% retained, 25% at shortlist and 50% upon appointment.
- 16.2 Payment can only be made following satisfactory delivery of pre-agreed deliverables.
- 16.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 16.4 Invoices should be submitted to **REDACTED (FOI Act 2000, 40)**
- 16.5 Please quote the relevant purchase order number which will be provided on all invoices.

17. CONTRACT MANAGEMENT

- 17.1 Contract / progress meetings will be held virtually as required.
- 17.2 Attendance at Contract Review meetings shall be at the Supplier's own expense.

18. LOCATION

- 18.1 The location of the Services will be carried out at Capital Building, Old Hall Street, Liverpool

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