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TCA 3/7/1130 - CONTRACT FOR DIVERSITY AND INCLUSION IN MCA RECRUITMENT – A REVIEW AND DEVELOPMENT OF A STRATEGIC IMPLEMENTATION PLAN – Clarification Q & A

	Clarification Question:	MCA Response:
01	is there any expectation regarding a completion date for Stage One? noting that both stages should be completed in full by 31/12/2020	It will be up to the successful supplier to manage the project and stage completion, as long as the overall project is completed by 31st December 2020, we don't have a separate deadline for the 1st stage.
02	It is assumed that there is no online completion for the ITT. Do you need a documented response to this email?	Correct, you will need to submit your response to the contracts@mcga.gov.uk before the deadline.
03	Can you supply any programmes that have been delivered to improve recruitment, retention and progression?	The Agency completed a project with Harvard Business school, to look at the gender balance in some of our Surveyor roles, this resulted in the implementation of a tool to check for masculine and feminine words on job adverts, we also try to include female contacts on the job adverts and have pictures/blogs of successful women in post. There have been and are still a variety of talent and development programme, some generic and some tailored to specific operational roles, to increase retention and progression. There are a whole host of benefits, wellbeing initiatives and work/life balance options for retention and staff engagement.
04	Has there been a cultural audit conducted of the MCA?	No
05	Can you provide detail of the Respect programme delivered to managers?	The Respect Programme is an inhouse workshop for Line Managers that cover bullying, behaviours, how to deal with it and the types of support offered. The link below provides additional information: https://youtu.be/VV0df_phVYM

06	Your MCA Diversity and Objectives Action plan is 2012 - 2016 - Is this still current? If not, what is the current plan?	The 2012-2016 Action Plan is not current, we can share our current one with the successful supplier.
07	Are you benchmarked with any external charities e.g. Stonewall?	Not currently, this is something we are looking to taking forward.
08	Will Covid- 19 limit face to face interviews?	Due to the current COVID 19 situation, onsite visits are not currently possible and may not be for some time, we have business wide access to MS Teams and would welcome suggestions on how you could gain the understanding they need from the different areas of the business.
09	We note that the fee schedule provides for a fee of £30,000 and we wanted to confirm with you whether this is inclusive or exclusive of VAT?	The 30K budget is inclusive of VAT and travel and expenses.
10	What information already exists about the areas covered by your request for "A full and detailed exploration and analysis of current recruitment process" - these are bullets listed on p3 of the specification?	We can work with the successful supplier to determine what information they would need; we can access a wide variety of data.
11	What (if any) data do you hold about existing recruitment processes?	We can access a variety of data, including diversity data, for any stage of the recruitment process if there are enough numbers involved, we are not allowed the detailed breakdown if the number is below 10. This is to stop individuals being identifiable.
12	Is this data, referred to in question 11 above, held for each MCA site separately?	This data is obtained through the DfT Resourcing Group, which they take from the Government Recruitment Services online applicant tracking tool. Data can be broken down into "area" for each campaign so we can access applications to a specific site if those campaigns were single location (non-national).
13	Is there a requirement as part of this work that we observe the recruitment process at each MCA site?	We will not need observations at each MCA site as the process is standardise with a HR Representative on all assessment boards.
14	Can you provide us with more detail on the stages of your recruitment process?	Stages for recruitment are as follows (Candidate Journey): <ul style="list-style-type: none"> • Application – Usually comprised of standard civil service application form, combined with anonymised CV and potentially a personal statement which is again anonymised. (Note, some applications can be combined with civil service online tests.)

		<ul style="list-style-type: none"> • Sift – Applicants that meet civil service employment criteria are then anonymously sifted against the agreed behaviours or personal statement, in combination with CV as laid out in the job advert and scored in accordance with success profiles. • Interview – Successful applicants are then invited to Interview / assessment as outlined in the job advertisement. This can take the form or combination of the following: <ul style="list-style-type: none"> • Interview, Written assessment, Roleplay, Presentation, numerical or literacy test. • Conditional Offer – Pending pre employment checks • Formal Offer – Post successful Pre-Employment checks. <p>(Note all assessments and interviews are in line with civil service behaviours and Success Profiles)</p>
15	Do candidates have an onsite visit as part of the recruitment or attraction process?	Not in all cases, dependant on the role and whether it is a national campaign. They may be interviewed at a different location. Obviously now we are not conducting any face to face interviews on site.
16	Do the process steps you want covered by this work include candidate attraction and selection?	Yes
17	Much of the data you mention needing review as part of this work seems to be qualitative. Do you have quantitative data that you expect to form a part of the work? If so, what do you expect to be included?	As mentioned in the response to question 11, we can access a wide range of recruitment data and can work with the successful supplier to determine what they would need, our central recruitment support function can produce highly specified reports.
18	Your instructions for tenderers document (13c.) states that we will be evaluated on "A statement of how your proposed solution promotes sustainable procurement". Can you please explain what you expect to be covered here? Is this ensuring we promote environmental sustainability should we be the successful supplier? Or how we promote environmental sustainability in the bidding process itself? (or something else)?	We are asking how your organisation promotes environmental sustainability and if applicable, how it will be applied to this contract.

19	BAME applications have stood at 14% since 2018 is there a specific number you would like to achieve following this tender and as we move onto 2021?	We do not have a specific number, however we are looking for a significant increase.
20	The ITT mentions hard copies and email submissions – given the current circumstances it's not possible to prepare hard copies so can we take it an email submission only will be acceptable?	Yes email response only, you will need to submit your response to the contracts@mcga.gov.uk email address before the deadline.
21	What assessment methods do you use?	Blind Sift, Interview, Role Play, Written and Presentation Exercise
22	What is the volume of recruitment and range of different roles in each office?	We have a wide variety of roles, the volume of recruitment depends whether it is a National Campaign or Individual campaign.
23	What recruitment data is available?	We will be able to supply this information to the successful applicant.
24	Is there a consistent process and approach to recruitment and selection across the offices?	There is a consistent approach across the Agency.
25	Could you please confirm your anticipated start date for the work? And is there flexibility in this timing or would you consider it to be fixed?	We are looking to start by the end of July. The end date is fixed, therefore starting as soon as possible would give maximum time