

Statement of Requirement (SoR)

Reference Number	2022/PSL/KS
Version Number	0.1
Date	25/10/2022

1.	Requirement
1.1	Title
	Preferred Supplier List for Recruitment Agency Support for Niche Skills
1.2	Summary
	To support the recruitment activity required to meet the permanent Dstl growth target for [REDACTED] and as endorsed by Dstl Executive to use specialised recruitment approaches to attract niche and specialist candidates to fill permanent positions.
1.3	Background
	<p>Introduction</p> <ul style="list-style-type: none">▪ In response to significantly increased S&T investment following the Spending Review (SR), Dstl urgently needs to resource increased Internally Managed delivery beginning i [REDACTED]▪ The recruitment numbers required are in addition to Dstl's normal turnover figures. The total numbers of recruitment transactions will therefore be, significantly higher (C900) than the headline resourcing increase and well beyond normal (BAU) recruitment expectations. Based on experience before, and during, the national Covid-19 situation there is a low probability of achieving the required outcome, in this timescale, without co-ordination and/or intervention. <p>Objective</p>

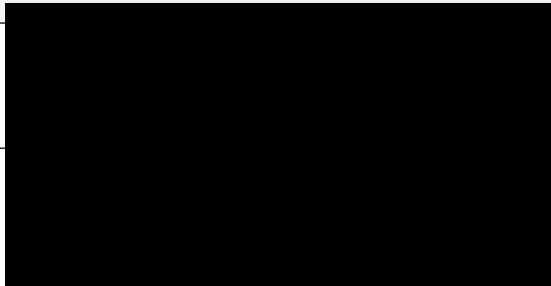
	<ul style="list-style-type: none"> ▪ The objective of this programme is to enable Dstl to meet its resource requirements and significant uplift of recruitment activity to support the increased delivery of S&T in line with the SR funding allocation. <p>The Challenge</p> <p>The numbers of new employees required under the Plan for Growth and SR Spending review are such that the Talent Team are unable to source all these themselves and require support to fill the niche/Hard to Fill roles such as [REDACTED]</p>
1.4	Requirement
	<p>[REDACTED]</p> <p>Dstl will provide the role requirements, most requirements will be for Dstl Levels 4, 5 & 6 for which a description of the levels and salaries associated is attached at Annex A.</p> <p>We will look to be provided with approx. 3 strong CVs per role either through a portal or some other agreed centralised process. These candidates will then be assessed by Dstl Hiring Managers and should they be successful and accept a role, we will pay an agreed fee per candidate on the day they join the organisation. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>CVs must be submitted with the candidates details anonymised. However names and email addresses will be provided post sift when feedback is provided the agency. This will be required to set up interviews and assessment.</p> <p>The agency will be expected to “sell” Dstl, our benefits, culture and values.</p> <p>In order to comply with Civil Service Commission Recruitment Regulations open vacancies for the required skill sets will be published on CS Jobs site. The supplier will need to coordinate submission of candidates CVs with these vacancies. Should a</p>

	<p>candidate already be known to Dstl or submit an application via CS Jobs a fee will not be paid to the supplier.</p> <p>End of contract arrangements to be discussed and implemented once contract has been placed.</p>
1.5	Options or follow on work
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1.6	Deliverables & Intellectual Property Rights (IPR)					
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR DEFCON/ Condition
<i>D – 1</i>	<i>Minimum of 3 CVs for each role</i>	<i>5 working days from brief to agency</i>	<i>TBC.</i>	<i>O</i>	CV and Info sheet for each candidate containing details of nationality, salary expectations/current package, reason for applying, availability for interview etc	
<i>D - 2</i>	Monthly reporting	Every 4 weeks	Report format TBC/ Virtual meeting with Dstl and agency		Progress update on candidates and vacancy requirements – to include successes and any insights where offers have been declined or useful data on pay and benefits or experience.	
<i>D - 3</i>	Monthly financial statement	Every 4 weeks	Report Format TBC		Outstanding invoices and statement of spend to date.	

1.7	Deliverable Acceptance Criteria
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2.	Quality Control and Assurance
2.1	Quality Control and Quality Assurance processes and standards that must be met by the contractor
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2.2	Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement
	<p>Social Values included within technical response. 10% weighting. (Please see Annex C attached)</p>

3.	Security			
3.1	Highest security classification			
	Of the work			
	Of the Deliverables/ Output			
3.2	Security Aspects Letter (SAL)			

3.3	Cyber Risk Level
3.4	Cyber Risk Assessment (RA) Reference

4. Government Furnished Assets (GFA)					
GFA to be Issued - Yes					
GFA No.	Unique Identifier/ Serial No	Description:	Available Date	Issued by	Return or Disposal Date
GFA-1			Immediately	Talent Acquisition Team	

5. Proposal Evaluation criteria	
5.1	Technical Evaluation Criteria
	<ol style="list-style-type: none"> 1. Success of placing candidates with Dstl 30% 2. Provide evidence of successfully filling niche roles such as but not limited to Engineers (RF, Electronic, Electro-Optics, Digital Signal Processing, Navigation and

	<p>Timing, Software, Data) Naval Architects, Acoustic Scientists and Analysts, Analyst (Delivery, Futures, Energetics, Operational) AI, Data Scientist/Engineer, Autonomy, Cyber Security, Cyber information Security, Mathematical Modeller, Space Systems. Digital Forensics. 20%</p> <p>3. What is your success rate of placing niche candidates at Dstl salary levels? 20%</p> <p>4. Outline your approach to sourcing candidates and meeting our specific business needs relating to our niche skills for permanent employees.10%</p> <p>5. Outline how you assess your candidates to ensure they meet the skill requirements of the positions we need to fill. 10%</p> <p>6. 6. Demonstrate in your response how your organisation meets social values. 10%</p>
5.2	Commercial Evaluation Criteria

6.	Defcons
Defcon:	Covering:
Defform	

