Invitation to Tender

Attachment 2i – Certificate of Past Performance Guidance

**RM6290 - Executive and Non-Executive Recruitment Services**

**Attachment 2i - Certificate of Past Performance Guidance**

The requirement for the submission of Certificates of Past Performance is included to enable you to demonstrate your ability to deliver the service line(s) to customers, within the scope of the Lot(s) for which you are bidding.

You must get your customer to populate the relevant section of each Certificate of Past Performance for each contract example you provide. You must then attach each certificate to the relevant selection questions in the eSourcing Suite (qualification envelope).

The list below provides an overview of the Certificate of Past Performance requirements.

* Each Certificate of Past Performance can be from the public or private sector.
* Each Certificate of Past Performance provided must relate to contracts completed between January 2020 to January 2022 to be valid.
* Each Certificate of Past Performance must clearly and unambiguously fall within the scope of the Core Service Requirements detailed in Schedule 1 for the relevant Lot(s) for which you are bidding.
* Each Certificate of Past Performance provided must be signed and dated by the customer.
* Contracts awarded under other frameworks via call-off contracts will be considered valid, but framework contracts themselves will NOT be considered valid.
* CCS reserves the right to contact the customer to verify the content of the Certificate of Past Performances you have submitted. You must notify the customer that they may be contacted by us.
* The customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the FTS contract notice.
* Certificate of Past Performances may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium.
* Certificate of Past Performances must be directly comparable to the likely role and salary expectations for vacancies and service requirements covered by the Lot you are bidding for.
* Certificate of Past Performances must clearly outline the significance of the role and how your organisation addressed these (for example customer priorities relating to criticality of role, location and inclusion, availability of skills and expertise, employer perception and EVP).
* Each Lot has two specific templates for the Certificate of Past Performance, which you will need to download and complete. They are listed as follows:

**Lot 1:**

* Attachment 2c - Certificate of Past Performance Lot 1 - Example 1
* Attachment 2d - Certificate of Past Performance Lot 1 - Example 2 (SCS1 or SCS2 Example Required)

***N.B For Attachment 2d your example is required to relate to the successful placement of a candidate in a role comparable to Civil Service grades SCS1 or SCS2. For the avoidance of doubt, you are not able to provide an example using a Grade 6 within Attachment 2d.***

**Lot 2:**

* Attachment 2e - Certificate of Past Performance Lot 2 - Example 1
* Attachment 2f - Certificate of Past Performance Lot 2 - Example 2

**Lot 3:**

* Attachment 2g - Certificate of Past Performance Lot 3 - Example 1
* Attachment 2h - Certificate of Past Performance Lot 3 - Example 2

* You must not submit more than the maximum number of Certificate of Past Performance requested for each of the Lot(s) for which you are bidding.
* You must upload a zip folder containing all your Certificate of Past Performances for each of the Lot(s) for which you are bidding to the relevant question in the Qualification Envelope of the eSourcing Suite i.e. one folder containing Lot 1-specific Certificate of Past Performances for Lot 1, one folder containing Lot 2-specific Certificate of Past Performances for Lot 2, etc.
* Failure to provide the information we have asked for in this certificate, or if the information provided does not clearly and unambiguously fall within the scope of the requirements set out in Framework Schedule 1 - Specification, your bid may be deemed not compliant and you will be excluded from this competition.