

**Bid Pack**

**Attachment 3 – Statement of Requirements**

Contract Reference: CCCB20A07 Headhunter to resource UKGI COVID Support work

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# PURPOSE

## This document sets out the Authority’s requirements for this contract.

# BACKGROUND TO THE CONTRACTING aUTHORITY

## UK Government Investments Limited (UKGI), the Authority, is a limited company wholly owned by HM Treasury formed through a merger of the Shareholder Executive and UK Financial Investments on 1 April 2016. It is a cross-Whitehall resource located at 1 Victoria Street, SW1H.

## The Authority is the government’s centre of excellence for corporate finance and governance. In the four years since its inception it has delivered asset sales of over £40bn.

## UKGI’s website is at [www.ukgi.org.uk](http://www.ukgi.org.uk). UKGI may be referred to as the Authority / Contracting Authority for the duration of this document.

# Background to requirement/OVERVIEW of requirement

## UKGI is seeking to hire several professionals to aid in government’s response to the impact of Covid-19 on businesses, and to help manage the taxpayers’ exposure to any risk of misusage of funds in relation to large companies which government has provided finance to. UKGI is particularly interested in recruiting individuals with experience in analysis of credit risk at the company and portfolio level, and in engaging with companies on solutions.

## UKGI therefore seeks to appoint one Supplier that will arrange the recruitment of the staff indicated in 3.1, on its behalf.

## The numbers and staff roles are shown in paragraph 9.2.

# definitions

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| GDPR | means the General Data Protection Regulations |
| ITT | means Invitation to Tender |
| UKGI,The Buyer | means UK Government Investments Limited. |

# 

# scope of requirement

## The Supplier will be responsible for the full range of executive search and selection activity including advising on advert placement, thoroughly researching the market, shortlisting and providing feedback to candidates.

## In addition to the search carried out by the Supplier, the Authority will also utilise its own networks to identify and approach candidates across the range of advertised roles. As such, there is no guarantee of the volume of roles that the appointed Supplier will be able to fill.

## The Authority will expect collaboration from the Supplier on management of the pool of identified candidates to ensure candidates have a single point of contact during the recruitment process.

# The requirement

## The Authority requires the appointed Supplier to provide the following services for this executive search:

### Market research and use of networks to source candidates;

### Weekly updates on progress;

### Receipt, administration and processing of applications (including provision of diversity and equality information);

### Ad hoc discussions with the Authority on candidates and the sifting of applications to produce a shortlist of recommended candidates to the Buyer;

### Assistance with preparation for final interviews (which will be conducted by the Authority) and response handling;

### Undertaking relevant searching of candidates, including obtaining references as required; and

### Informing candidates of outcome, provide feedback to unsuccessful candidates

## The Authority will be responsible for providing the job specification and undertaking final interviews of all identified appointable candidates.

## The Authority will retain the shortlist, subject to GDPR compliance, with discretion to make appointments from this list for up to a period of twelve months post completion of the recruitment exercise.

## The Supplier will ensure an understanding of and fully support the Contracting Authority’s requirement for a diverse and inclusive campaign. This should include developing innovative strategies which succeed in developing a strong and diverse candidate pool for the role. The Contracting Authority will require the candidate pool to be demonstrably strong and diverse before agreeing to proceed to long-list / short-list.

## The Supplier shall have an equality and diversity policy which addresses the prevention of unlawful discrimination and promotes equality and diversity within their own workforce and candidate pool.

## The Supplier shall commit to the highest ethical and professional standards in all of its activities and maintain high standards in relation to compliance with all current equality legislation.

# key milestones and Deliverables

## The following Contract milestones/deliverables shall apply:

|  |  |  |
| --- | --- | --- |
| **Milestone/Deliverable** | **Description** | **Timeframe or Delivery Date** |
| 1 | Placement of job advertisement(s). | As agreed with the Authority. |
| 2 | Provision of a shortlist for the Authority’s consideration. | Within 2 weeks of instruction to begin work on a particular position recruiting for a specific role |
| 3 | Placement of suitable candidate(s) for the Lot 1 and Lot 2 roles. | As agreed with the Authority |

# 

# MANAGEMENT INFORMATION/reporting

## During the delivery of the Services, the Supplier will provide regular (weekly, or as agreed with the Authority) updates on the recruitment exercise. The Supplier will also provide all cost updates in advance for sign-off, prior to submitting any invoices for payment.

# volumes

## The Authority’s initial considerations on candidate types and volumes are listed in the table below. The Authority reserves the right to make modifications to the volumes [and the specific types] of roles required.

## The specific job specifications for each of the roles outlined in the table are attached as appendices.

|  |  |  |
| --- | --- | --- |
| **Role** | **# Positions** | **Salary range (£000s)** |
| Senior Leadership – SCS 2 | 1 | 200-250 |
| Team Head – SCS 1 | Up to 2 | 120-140 |
| Senior Portfolio Risk Analyst – G6 | 1 | 90-110 |
| Senior Credit Analyst – G6 | 2 | 90-110 |
| Senior Credit Manager – G6 | 1 | 90-110 |
| Credit and / or Portfolio Manager – G7 | 4 | 50-70 |

# continuous improvement

## Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

# PRICE

## The contract will be priced per position as set out in Attachment 4 (the Price Schedule). The fee for each position will be divided into three payments:

### Retainer (25%), payable when the Authority instructs work to begin on a given position.

### Shortlist (25%), payable upon the Authority’s acceptance of a shortlist for the position. Acceptance will depend on all candidates in the shortlist meeting the Authority’s capability and diversity and inclusion expectations as set out in this Statement of Requirements and the Job Specifications. Acceptance will not be unreasonably withheld.

### Placement (50%), payable when a candidate who has been introduced by the Supplier accepts an offer of employment.

## If the Authority directs the Supplier to discontinue work on a given position, or fills the position via other avenues, the supplier will remain entitled to any fees that have become due to that point (e.g. retainer, shortlist).

## If the appointed candidate fails to meet the Authority’s probation requirements or leaves the Authority within one year of their start date, 100% of the fee for that candidate will be refunded.

## If any appointed candidates leave their jobs within 6 months of their start date, the Supplier will refund 50% of the fee for that candidate.

# STAFF AND CUSTOMER SERVICE

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

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

## 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.

# service levels and performance

## The Authority will measure the quality of the Supplier’s delivery by:

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI/SLA** | **Service Area** | **KPI/SLA description** | **Target** |
| 1 | Timescales | Timely delivery of candidate CVs. | First CVs to be received within three weeks of contract commencement |
| 2 | Diversity | Candidates to hold one (or more) protected characteristic. | 50% of presented candidates |
| 3 | Quality | 50% of shortlisted candidates deemed suitable for interview by the Customer. | 50% invited to interview |
| 4 | Candidate Experience | Supplier is expected to keep in touch, feedback and provide duty of care to candidates presented to the Authority. UKGI | 100% - Provide outcomes & feedback. |

## 

## In the event of poor performance through the failure to deliver KPIs to time and of appropriate quality, the Authority shall meet with the Supplier to understand the root causes of the issue. The Supplier shall formulate a Performance Improvement Plan to rectify these issues and meet the requirements in this Statement of Requirements.

## The Authority may, without prejudice to any other rights and remedies under this Contract, withhold or reduce payments in the event of unsatisfactory performance.

## If poor performance continues, following formal written warnings, early termination of the Contract will also be considered.

### The Authority will monitor the work of the Supplier throughout the Research Project through regular contact between the Supplier and The Authority’s day-to-day contact.

### The Authority will manage poor performance by the Supplier as set out in the terms and conditions of the resultant Contract.

# Security and CONFIDENTIALITY requirements

## All candidates nominated by the appointed Supplier must have security clearance to at least SC level.

## On occasions that the Supplier visits the Authority’s premises it will abide by the security provisions in place and agree to being escorted at all times whilst on the Authority’s premises.

16.2 In respect to data security, the Supplier will need to demonstrate annual compliance with the Cyber Essentials framework

(https://www.ncsc.gov.uk/cyberessentials/overview) as a minimum. The l Supplier will be expected to comply with all necessary aspects of the Information Commissioner’s Office guidance on GDPR and Data Protection Act 2018. See Attachment 2 for information on how this will be assessed in this procurement.

# payment AND INVOICING

## Before payment can be considered, an invoice detailed name of successful candidate must be supplied.

## Invoices should be submitted to: UKGIFinance@ukgi.org.uk.

# CONTRACT MANAGEMENT

## Attendance at Contract Review meetings shall be at the Supplier’s own expense.

# Location

## The location of the Services will be carried out at the Supplier’s premises. Meetings with the Authority on individual recruitment exercises and / or contract management meetings may take place at the Authority’s premises as directed by the Authority