**TCES5922 Torbay Council HR Executive Search**

**FURTHER COMPETITION**

**conducted under ESPO Framework Agreement**

**3S-22 Strategic HR Services**

**Contract Period 24 October 2022– 23 October 2024**

**with the option to extend up to 23 October 2026**

**TENDER SUBMISSION**

(Part B)

|  |
| --- |
| **THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER**  **AND SUBMITTED TO TORBAY COUNCIL** |

**Closing date for submission of Tender**

**12:00 Noon, 06 October 2022**

**NAME OF TENDERER:** …………………………………………………………………………

**Company Registration No:** ……………………………………………………………………

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This is Part B for completion by the Tenderer and return to Torbay Council in accordance with the instructions given in Instructions for completing and submitting a Tender (section 5 of the Invitation to Tender, Part A).

### PART B

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# 1. ORGANISATION DETAILS AND GENERAL INFORMATION

**Potential Service Provider information**

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full.

|  |  |  |
| --- | --- | --- |
| **POTENTIAL SERVICE PROVIDER INFORMATION** | | |
| **1.** | **ORGANISATION DETAILS** | |
| 1.1 | Please state the full name of the organisation submitting this Tender: | |
|  | |
| 1.2 | Please state the registered office address: | |
| Address:  Postcode: | |
| 1.3 | Please state the company registration number: | |
|  | |
| 1.4 | Please state the VAT registration number: | |
|  | |
| 1.5 | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of the Customer? | YES / NO |
| If yes, please provide details: | |

|  |  |
| --- | --- |
| **2.** | **CONTACT DETAILS (for communications, correspondence and enquiries relating to this Tender submission)** |
| 2.1 | Please state the contact’s name, and position within the organisation: |
| Name:  Position: |
| 2.2 | Please state the contact’s address: |
| Address:  Postcode: |
| 2.3 | Please state the contact’s telephone number: |
|  |
| 2.4 | Please state the contact’s email address: |
|  |

# 2. RESPONSE TO REQUIREMENT AND SPECIFICATION

### COMPLIANCE WITH SPECIFICATION

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a Tenderer cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| **I confirm I/we comply with all elements of the requirement and specification as outlined in section 2 of this Invitation to Tender.** | **YES / NO** |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. This will not be evaluated in isolation but the information provided will be used, as required, by the evaluators when assessing your bid. | |
|  | |

### RESPONSE TO METHOD STATEMENT QUESTIONS

**Guidance**

Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the Contract. These responses are referred to as Method Statements.

There are 4 method statement questions in total. Tenderers must ensure they provide a response to every question. Questions should be answered in full and should not refer to other documents or appendices.

For each method statement, there is a maximum word limit, these are stated alongside the method statements and range between **1,000 and 2,500 words**. Tenderers should adhere to the word limit allowed; any text over the word limit will not be assessed by evaluators. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

In order not to make this document too lengthy and unwieldy the response boxes are currently at minimum size; Tenderers should expand the box to accommodate their response as needed. Tenderers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.

When answering the method statement questions Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular question should not be included, but wherever possible Tenderers should demonstrate how they will go further than what is being asked for, to add value.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.

Additional documents should only be appended in support of your response i.e. to provide a supporting diagram or table, and should not be used in order to exceed the word count. Tenderers must ensure to both label and refer to all their submitted appendices in a clear and accurate manner.

Each quality method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.

Tenderers are referred to section 4 of the Invitation to Tender (Part A) and reminded that evaluation of their method statements will account for 60% of their total Tender score.

Each quality question is given a relative importance weighting, on a scale of 1 (lowest) to 3 (highest) to reflect its significance in the evaluation. The question weighting is shown alongside each question.

**In the event you are unclear with regards to any of this section, please don’t hesitate to contact the Customer in accordance in accordance with section 5 of the Invitation to Tender, Part A during the clarification stage.**

|  |  |  |
| --- | --- | --- |
| **NON-PRICE METHOD STATEMENTS** | | |
|  | **Contract Management**  Please describe the level of account management Torbay Council would receive, outlining the roles and responsibilities of staff working on the contract? In your response, please refer to the following points:   1. would this increase depending upon the value of the contract; 2. what are your escalation procedures in case of performance issues; and 3. what contingency is in place to provide flexibility in case of emergency resource issues. 4. Explain if there is a difference for temporary and permanent Recruitment. | (Weighting 1) |
| Word Limit (1,000) |
| **Response:** | |
|  | **Executive Recruitment Campaign**  Please explain how you would manage a Recruitment campaign for a Director level post within the Council.  Your explanation should include all steps that you would consider necessary to ensure that we attract the most highly skilled candidate with the best cultural fit for the organisation.  Please include an indicative timetable from initial brief to final interview and the steps in between that you consider appropriate. Please provide an example for a permanent post and indicate if this would be different for an interim appointment. Please indicate an example of costs for both. | (Weighting 2) |
| Word Limit (2,500) |
| **Response:** | |
|  | **Continuous Improvement**  Please explain how your organisation continuously improves to ensure that you remain competitive in your field to ensure that you attract the best candidates for your customers? | (Weighting 1) |
| Word Limit (1.,000)] |
| **Response:** | |
|  | **Services Provision**  Please describe how your organisation would provide the services called for within the specification to Torbay Council. In addressing the question, your response should include:   1. the range of strategic HR services that your organisation is able to provide; 2. appropriate and recent examples of providing these services to Public Sector customers; and 3. whether you would use any partner companies/trusted suppliers/sub-contractors to deliver services under the framework, and if so, how they would be managed to the standard required. | (Weighting 3) |
| Word Limit (2,500) |
| **Response:** | |

# 3. PRICING SCHEDULE

### GUIDANCE

Tenderers are referred to section 4 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must take care to ensure they provide a price for each item/element of the pricing schedule within the separate pricing document. Failure to complete the pricing schedule in full may result in the Tender being rejected.

Please do not make any changes to the pricing schedule, the Customer will evaluate your Tender (and may award a Contract) on the basis that no such changes have been made.

**In the event you are unclear with regards to any section, please do not hesitate to contact the Customer. Contact details are provided in the Invitation to Tender (Part A).**

### PRICING SCHEDULE

Tenderers are referred to section 4 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must take care to ensure they provide a price for item/element of the pricing schedule as specified within the separate pricing document. Failure to complete the pricing schedule in full may result in the Tender being rejected.

When completing the Pricing Schedule please ensure to quote in sterling and exclude VAT. The prices shall cover all expenses and profit incurred by the service provider in the procurement and delivery of the service.

In the event you are unclear with regards to any section, please do not hesitate to contact the Customer. Contact details are provided in the Invitation to Tender (Part A).

The Customer has identified a number of role types together with the associated salary scales and Tenders should provide information on their fees related to these roles within the pricing document (Appendix B) as follows:

**Lot 1 work sheet**

Table 1

Cells E8 to F12 – please insert indicative minimum and maximum daily rates for the role.

Cells G8 to P12 – please insert minimum and maximum mark % charged against the daily rates for each role and the services identified.

Cells Q8 to R12 – the work sheet will automatically calculate the indicative minimum and maximum daily charges to the Customer for each of the roles.

Table 2

Cells E18 to G22 – please insert % fee of annualised salary across each of the roles that will be charged if a candidate moves from interim to permanent within any of the timescales identified.

**Lot 2 work sheet**

Table 3

Cells E8 to AC12 – please insert the % fee of annualised salary charged for each role and services identified, where cells are blacked out you do not need to enter any information.

Cells AD8 to AE12 – the work sheet will automatically calculate the indicative fee for a full search in for each of the roles.

Table 4

Cells E18 to G22 – please insert the % of the original fee that will be reimbursed to the customer in the event a candidate leaves the post within the first 12 weeks for each of the roles and timescales identified.

Cells H18 to M22 – the work sheet will automatically calculate indicative reimbursement figures across each of the roles and time periods.

**Other Costs work sheet**

Table 5

Column C – please insert costs for the services identified (which may be included in the costs within Table 1 and Table 3 but could also be purchased as standalone services). Tenderers may add further services as applicable.

Column D – please insert details of the basis in which the cost in column C is calculated, e.g. hourly or daily rate, one-off fixed cost etc.

**Evaluation Summary work sheet**

This work sheet will be used for evaluation purposes. When the Lot 1 and Lot 2 work sheets have been completed this work sheet will be automatically populated with indicative fees for a full search in respect of a Director level post with a salary of £100,000.

### FURTHER PRICING INFORMATION

Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule.

|  |
| --- |
|  |

# 4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

**PROVISION OF HR EXECUTIVE SEARCH FOR TORBAY COUNCIL**

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract.

As a public body, Torbay Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Torbay Council shall treat all Tenderers' responses as confidential during the procurement process, but may receive requests for information after the Contract is awarded which it will need to consider, applying the principles of the FOIA. More information is available on [www.ico.org.uk](http://www.ico.org.uk)

Tenderers are advised to refer to the FOIA to determine what they are entitled to identify as confidential or commercially sensitive. Simply stating that the entire document is confidential or commercially sensitive is unlikely to be acceptable and Tenderers should note that ultimate disclosure of information is at the sole discretion of Torbay Council. While Torbay Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. **Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information is identified to Torbay Council below**.

Tenderers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Where the answer to a question is ‘None’ or ‘Not Applicable’ you must state this in the relevant box. None or Not Applicable will be Torbay Council default position if you do not complete a box.

You must Sign and Date where it asks you to do so at the end of this Schedule. Disclosure of information is at the sole discretion of the Customer.

### COMMERCIALLY SENSITIVE INFORMATION

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the Contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR] ***delete as applicable***.

|  |
| --- |
|  |

Signed: ..................................................................................................................

Date: .....................................................................................................................

Name of Signatory: .................................................................................................

Name of Organisation: .............................................................................................

# 5. TENDERING DECLARATION

**PROVISION OF HR EXECUTIVE SEARCH FOR TORBAY COUNCIL**

In response to the Invitation to Tender for the provision of HR Executive Search dated 16 September 2022, I/We, the undersigned, confirm that in submitting a Tender against this Contract that I/We

1. Declare that to the best of my/our knowledge the answers submitted and information contained in this document are correct and accurate.
2. Undertake that this offer shall remain valid and open for acceptance for a period of 60 days from the date of submission unless specifically withdrawn in writing.
3. Understand that the Customer is not bound to accept any Tender it receives.
4. Certify that I/We have not done, and I/We will not, at any time before the notification of Tender results, do any of the following:
   1. Communicate to any person other than the person calling for the Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender is necessary to obtain insurance premium quotations required for the preparation of the Tender;
   2. Enter into any agreement or arrangement with any person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted;
   3. Offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
5. Contract and agree, on the acceptance of this Tender, in whole or part, to perform the Services detailed in the Specification, at the prices and terms quoted, and in accordance with the call-off Terms and Conditions of the Framework Agreement.
6. Accept the call-off Terms and Conditions of the Framework Agreement, to which this Tender is my/our response, and I/we undertake to perform any Contract awarded as a result of this Tender in strict conformity with those Terms and Conditions.
7. Understand that my/our responses to the questions posed in this Invitation to Tender including any explicit or reasonably implied undertakings, will form part of any Contract subsequently entered into between myself/ourselves and the Customer.
8. Confirm that if our Tender is accepted we will, if required, upon demand:
   * 1. Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
     2. Sign a formal Contract document if required;
9. Agree that unless and until a Contract is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.
10. Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this Invitation to Tender. I/We understand that false information could result in my/our exclusion from further participation in this and future Tender processes.

**This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.**

Signed: ................................................................................................................

Date: ...................................................................................................................

Name of Signatory: ...............................................................................................

Name of Organisation: ...........................................................................................

# 6. SUBMISSION CHECKLIST

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Customer needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** |  |
| **Please also ensure that you have:** | **Tick Below** |
| Completed the Organisation Details and General Information |  |
| Answered all questions and provided responses to the method statement questions in section 2, Response to Requirement and Specification.  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the pricing schedule in full as directed.  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Freedom of Information Exclusion Schedule. |  |
| Signed the Tendering Declaration.  *(NB it must be signed by suitably senior personnel as directed)* |  |