

United Kingdom-Salford: Recruitment services

OJ S 41/2016 27/02/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: HMRC

Postal address: 5th Floor West Ralli Quays, 3 Stanley Street

Town: Salford

Postal code: M60 9LA

Country: United Kingdom

For the attention of: James Power

E-mail: james.power@hmrc.gsi.gov.uk

Telephone: +44 3000587827

Internet address(es):General address of the contracting authority: www.hmrc.gsi.gov.uk**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

Other: direct and indirect taxes

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: HMRC

Postal address: 5th Floor West, 3 Stanley Street

Town: Salford

Postal code: M60 9LA

Country: United Kingdom

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

HMRC 2016 Executive Search, Selection and Assessment Services Dynamic Purchasing System (DPS).

II.1.2. Type of contract and place of performance or delivery

Services

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Recruitment services. Placement services of personnel. Assessment centre services for recruitment. Staff development services. Civil Service Resourcing (CS Resourcing) an Executive Agency attached to HM Revenue and Customs (HMRC) have in place an existing Dynamic Purchasing System (DPS) for the provision of Executive Search, Selection and Assessment Services which commenced on 1.4.2014. CS Resourcing intend to replace the existing DPS with a revised version expanding the service requirement to include additional assessment services. It is intended to close the current Executive Search DPS and open the revised DPS at 12:00 on 7.3.2016. This procurement exercise is intended to establish the revised DPS with multiple service providers.

II.1.6. CPV code(s)

79600000 Recruitment services, 79610000 Placement services of personnel, 79635000 Assessment centre services for recruitment, 79633000 Staff development services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: yes
Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

CS Resourcing is an evolving HR Expert Service with the remit of developing and providing a complete resourcing solution for the Civil Service and assisting with the identification, development and deployment of high potential talent and is looking to partner with:

- Potential contractors providing Executive Search, Selection and Assessment services to support the recruitment of Senior Civil Servants across all departments; and
- Potential contractors providing Executive assessment services to support a range of talent, recruitment and development activities across the Civil Service.

The services will be let in the following Lots:

Lot 1: Executive Search for Senior Appointments:

The type of activity expected in relation to a campaign/assignment would typically include, but not be limited to:

— Campaign management:

1. Provide advice and guidance on how best requirements might be achieved;
2. Provide effective campaign management and support services;
3. Provide a thorough response handling and feedback service as required;
4. Ensure a full audit trail to support actions, decisions, etc.

— Candidate search and attraction — including advertising, marketing:

1. Effective representation of customer organisation(s);
2. Sourcing of candidates;
3. Advertising and marketing;
4. Providing advice and guidance on the drafting and placement of adverts;
5. Working with customer partner organisations where required — e.g. advertising/publication suppliers;
6. Managing candidate expectations.
 - Candidate assessment and evaluation:
 1. Assess the potential suitability of candidates;
 2. Provision of long and short lists, supported by bespoke candidate appraisals;
 3. Interview process — if specifically required, provide interview advice, guidance and support.
 - offer and appointment:
 1. Provide support and advice in securing the preferred candidate(s);
 2. Negotiating (or providing advice and guidance for) remuneration packages;
 3. To agree up front for specific exercises the provision of remedial actions where it has not been possible to; identify suitable candidates, secure the services of selected candidates, retain an appointee for a specified period following take-up of role — e.g. the partial reimbursement of fees or re-running of a campaign when a candidate accepts but fails to take up a role.

Lot 2: 1-to-1 Personality Assessment at Senior Executive Level, Informed by Online Testing: Assessment may be in, but is not restricted to, the form of one or more of the following:

1. Online personality testing;
2. Online ability testing;
3. 1-to-1 assessment interviews;
4. Development and/or delivery of additional assessments such as staff engagement exercises.

The assessment activity relates to:

1. Recruitment selection;
2. Development; and
3. Talent profiling.

Lot 3: Online personality and ability assessments for senior executives:

This requirement is for the provision of online assessment at senior executive level.

Assessment may be in, but is not restricted to, the form of 1 or more of the following:

1. Online personality testing;
2. Online ability testing.

The assessment activity relates to:

1. Recruitment selection;
2. Development; and
3. Talent profiling.

Lot 4: An end to end service provision including elements of the services from Lot 1, Lot 2 and Lot 3 as required.

Estimated value excluding VAT:

Range: between 1 000 000 and 10 000 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Executive Search for Senior Appointments

1) Short description

Executive Search for Senior Appointments.

2) CPV code(s)

79600000 Recruitment services, 79610000 Placement services of personnel, 79635000 Assessment centre services for recruitment

3) Quantity or scope

Lot 1: Executive Search for Senior Appointments.

The type of activity expected in relation to a campaign/assignment would typically include, but not be limited to

— Campaign management:

1. Provide advice and guidance on how best requirements might be achieved;
2. Provide effective campaign management and support services;
3. Provide a thorough response handling and feedback service as required;
4. Ensure a full audit trail to support actions, decisions, etc.

— Candidate search and attraction — including advertising, marketing:

1. Effective representation of customer organisation(s);
2. Sourcing of candidates;
3. Advertising and marketing;
4. Providing advice and guidance on the drafting and placement of adverts;
5. Working with customer partner organisations where required — e.g. advertising/publication suppliers;
6. Managing candidate expectations.

— Candidate assessment and evaluation:

1. Assess the potential suitability of candidates;
2. Provision of long and short lists, supported by bespoke candidate appraisals;
3. Interview process — if specifically required, provide interview advice, guidance and support.

— Offer and appointment:

1. Provide support and advice in securing the preferred candidate(s);
2. Negotiating (or providing advice and guidance for) remuneration packages;
3. To agree up front for specific exercises the provision of remedial actions where it has not been possible to; identify suitable candidates, secure the services of selected candidates, retain an appointee for a specified period following take-up of role — e.g. the partial reimbursement of fees or re-running of a campaign when a candidate accepts but fails to take up a role.

4) Indication about different time frame or duration

Duration in months: 48 (from the award of the contract)

5) Additional information about lots

The DPS will be hosted on the Crown Commercial Service (CCS) e-Sourcing system, suppliers wishing to provide an Indicative Tender (bid) must 1st be registered on the CCS e-Sourcing Suite. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS e-sourcing'. Please note that the registration process requires you to input a valid DUNS number (as provided by Dun and Bradstreet) for the potential provider for which you are registering and who will be entering into a contract if invited to do so. Full instructions for

registration and use of the system can be found at <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Copies of the full documentation relating to the use of the DPS can be accessed via the following link <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

When registered on the e-sourcing Suite, a user can express an interest for a specific procurement by emailing supplier@crowcommercial.gov.uk

Your email must clearly state the name of the event you wish to register for (HMRC 2016 Executive Search, Selection and Executive Assessment Services Dynamic Purchasing System); the name of the registered supplier; and the name and contact details for the registered individual sending the email. CCS will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

For technical assistance on use of the e-Sourcing Suite please contact CCS help desk, free phone: +44 3450103503.

Email: supplier@ccs.gsi.gov.uk

Process for inclusion on the DPS:

- The DPS will remain Open from 24.2.2016 for suppliers wishing to provide indicative bids;
- When access to the e-Sourcing system has been provided, suppliers will be required to complete Questionnaires which will form their 'Indicative Tender (bid)';
- The questions will be evaluated on a Pass/Fail basis;
- The questions will be set to enable HMRC to establish the potential provider's capability in delivery of the specific service requirements as well as their overall technical ability, compliance with tax affairs and level of data security processes;
 - Potential providers will be able to access a specification which includes the nature of the services via <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>
- The Authority shall complete the evaluation of an Indicative Tender (bid) within 15 calendar days from the date of its submission or such longer period as the Authority may determine if no invitation to tender for a specific campaign/assignment is issued under the system within the 15 day period;
- If the Indicative Tender (bid) is successful the potential provider will be added to the DPS and invited to all future campaigns/assignments within the DPS;
- Any potential providers who do not meet the criteria outlined in the Indicative Tender (bid) will not be admitted onto the DPS and will be notified accordingly. There will however be an opportunity to re-apply for admittance onto the DPS at a later stage should they be able to demonstrate that the criteria can be met.

Competition for campaigns/assignments within the DPS:

- All suppliers within the DPS will be issued with an ITT for any new campaign/ assignments for the specific Lot to which they are included;
- The ITT will include a full job role specification and the services required from the supplier; The ITT will include the call-off evaluation criteria which will typically be in the region of 70 % for Technical/Quality and 30 % for Cost. The Contracting Body will have the option to set a minimum Technical/Quality measure for tenders which, if met, will then be evaluated further for Cost. Contracts for campaigns/assignments will be awarded under the DPS to the contractor who submits the tender which best meets the award criteria specified in this contract notice and supplemented by more precise criteria for the specific invitation to tender. All tender submissions will be evaluated and both successful and non-successful potential providers will be notified.

Lot No: 2

Lot title: 1 to 1 Personality Assessment at Senior Executive Level, Informed by Online Testing

1) Short description

Executive Assessors.

2) CPV code(s)

79600000 Recruitment services, 79610000 Placement services of personnel, 79635000 Assessment centre services for recruitment, 79633000 Staff development services

3) Quantity or scope

Lot 2: 1 to 1 Personality Assessment at Senior Executive Level, Informed by Online Testing Assessment may be in, but is not restricted to, the form of 1 or more of the following:

- Online personality testing;
- Online ability testing;
- 1-to-1 assessment interviews;
- Development and/or delivery of additional assessments such as staff engagement exercises.

The assessment activity relates to:

- Recruitment selection;
- Development; and
- Talent profiling.

4) Indication about different time frame or duration

5) Additional information about lots

The DPS will be hosted on the Crown Commercial Service (CCS) e-Sourcing system, suppliers wishing to provide an Indicative Tender (bid) must 1st be registered on the CCS e-Sourcing Suite. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS e-sourcing'. Please note that the registration process requires you to input a valid DUNS number (as provided by Dun and Bradstreet) for the potential provider for which you are registering and who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Copies of the full documentation relating to the use of the DPS can be accessed via the following link <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

When registered on the e-sourcing Suite, a user can express an interest for a specific procurement by emailing supplier@crownccommercial.gov.uk

Your email must clearly state: the name of the event you wish to register for (HMRC 2016 Executive Search, Selection and Executive Assessment Services Dynamic Purchasing System); the name of the registered supplier; and the name and contact details for the registered individual sending the email. CCS will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

For technical assistance on use of the e-Sourcing Suite please contact CCS help desk, freephone: +44 3450103503.

Email: supplier@ccs.gsi.gov.uk

Process for inclusion on the DPS:

- The DPS will remain Open from 24.2.2016 for suppliers wishing to provide indicative bids;
- When access to the e-Sourcing system has been provided, suppliers will be required to complete Questionnaires which will form their 'Indicative Tender (bid)';
- The questions will be evaluated on a Pass/Fail basis;
- The questions will be set to enable HMRC to establish the potential provider's capability in

delivery of the specific service requirements as well as their overall technical ability, compliance with tax affairs and level of data security processes;

- Potential providers will be able to access a specification which includes the nature of the services via <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>
- The Authority shall complete the evaluation of an Indicative Tender (bid) within 15 calendar days from the date of its submission or such longer period as the Authority may determine if no invitation to tender for a specific campaign/assignment is issued under the system within the 15 day period;
- If the Indicative Tender (bid) is successful the potential provider will be added to the DPS and invited to all future campaigns/assignments within the DPS;
- Any potential providers who do not meet the criteria outlined in the Indicative Tender (bid) will not be admitted onto the DPS and will be notified accordingly. There will however be an opportunity to re-apply for admittance onto the DPS at a later stage should they be able to demonstrate that the criteria can be met.

Competition for campaigns/assignments within the DPS:

- All suppliers within the DPS will be issued with an ITT for any new campaign/ assignments for the specific Lot to which they are included;
- The ITT will include a full job role specification and the services required from the supplier. The ITT will include the call-off evaluation criteria which will typically be in the region of 70 % for Technical/Quality and 30 % for Cost. The Contracting Body will have the option to set a minimum Technical/Quality measure for tenders which, if met, will then be evaluated further for Cost. Contracts for campaigns/assignments will be awarded under the DPS to the contractor who submits the tender which best meets the award criteria specified in this contract notice and supplemented by more precise criteria for the specific invitation to tender. All tender submissions will be evaluated and both successful and non-successful potential providers will be notified.

Lot No: 3

Lot title: Online Personality and Ability Assessments for Senior Executives

1) Short description

Online Executive Assessment.

2) CPV code(s)

79600000 Recruitment services, 79610000 Placement services of personnel, 79635000 Assessment centre services for recruitment, 79633000 Staff development services

3) Quantity or scope

Lot 3: Online Personality and Ability Assessments for Senior Executives.

This requirement is for the provision of online assessment at senior executive level. Assessment may be in, but is not restricted to, the form of 1 or more of the following:

- Online personality testing;
- Online ability testing.

The assessment activity relates to:

- Recruitment selection;
- Development; and
- Talent profiling.

4) Indication about different time frame or duration

5) Additional information about lots

The DPS will be hosted on the Crown Commercial Service (CCS) e-Sourcing system, suppliers wishing to provide an Indicative Tender (bid) must first be registered on the CCS

e-Sourcing Suite. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS e-sourcing'. Please note that the registration process requires you to input a valid DUNS number (as provided by Dun and Bradstreet) for the potential provider for which you are registering and who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Copies of the full documentation relating to the use of the DPS can be accessed via the following link <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

When registered on the e-sourcing Suite, a user can express an interest for a specific procurement by emailing supplier@crownccommercial.gov.uk

Your email must clearly state: the name of the event you wish to register for (HMRC 2016 Executive Search, Selection and Executive Assessment Services Dynamic Purchasing System); the name of the registered supplier; and the name and contact details for the registered individual sending the email. CCS will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

For technical assistance on use of the e-Sourcing Suite please contact CCS help desk, Freephone. +44 3450103503.

Email: supplier@ccs.gsi.gov.uk

Process for inclusion on the DPS:

- The DPS will remain Open from 24.2.2016 for suppliers wishing to provide indicative bids;
- When access to the e-Sourcing system has been provided, suppliers will be required to complete Questionnaires which will form their 'Indicative Tender (bid)';
- The questions will be evaluated on a Pass/Fail basis;
- The questions will be set to enable HMRC to establish the potential provider's capability in delivery of the specific service requirements as well as their overall technical ability, compliance with tax affairs and level of data security processes;
 - Potential providers will be able to access a specification which includes the nature of the services via <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>
- The Authority shall complete the evaluation of an Indicative Tender (bid) within 15 calendar days from the date of its submission or such longer period as the Authority may determine if no invitation to tender for a specific campaign/assignment is issued under the system within the 15 day period;
- If the Indicative Tender (bid) is successful the potential provider will be added to the DPS and invited to all future campaigns/assignments within the DPS;
- Any potential providers who do not meet the criteria outlined in the Indicative Tender (bid) will not be admitted onto the DPS and will be notified accordingly. There will however be an opportunity to re-apply for admittance onto the DPS at a later stage should they be able to demonstrate that the criteria can be met.

Competition for campaigns/assignments within the DPS:

- All suppliers within the DPS will be issued with an ITT for any new campaign/ assignments for the specific Lot to which they are included;
- The ITT will include a full job role specification and the services required from the supplier. The ITT will include the call-off evaluation criteria which will typically be in the region of 70 % for Technical/Quality and 30 % for Cost. The Contracting Body will have the option to set a minimum Technical/Quality measure for tenders which, if met, will then be evaluated further for Cost. Contracts for campaigns/assignments will be awarded under the DPS to the contractor who submits the tender which best meets the award criteria specified in this contract notice and supplemented by more precise criteria for the specific invitation to tender. All tender

submissions will be evaluated and both successful and non-successful potential providers will be notified.

Lot No: 4

Lot title: End to End Service Provision

1) Short description

End to End Service Provision.

2) CPV code(s)

79600000 Recruitment services, 79610000 Placement services of personnel, 79635000 Assessment centre services for recruitment, 79633000 Staff development services

3) Quantity or scope

Lot 4: An end to end service provision including elements of the services from Lot 1, Lot 2 and Lot 3 as required.

4) Indication about different time frame or duration

5) Additional information about lots

The DPS will be hosted on the Crown Commercial Service (CCS) e-Sourcing system, suppliers wishing to provide an Indicative Tender (bid) must 1st be registered on the CCS e-Sourcing Suite. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS e-sourcing'. Please note that the registration process requires you to input a valid DUNS number (as provided by Dun and Bradstreet) for the potential provider for which you are registering and who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Copies of the full documentation relating to the use of the DPS can be accessed via the following link <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

When registered on the e-sourcing Suite, a user can express an interest for a specific procurement by emailing supplier@crowncommercial.gov.uk

Your email must clearly state: the name of the event you wish to register for (HMRC 2016 Executive Search, Selection and Executive Assessment Services Dynamic Purchasing System); the name of the registered supplier; and the name and contact details for the registered individual sending the email. CCS will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

For technical assistance on use of the e-Sourcing Suite please contact CCS help desk, Freephone. +44 3450103503.

Email: supplier@ccs.gsi.gov.uk

Process for inclusion on the DPS:

- The DPS will remain Open from 24.2.2016 for suppliers wishing to provide indicative bids;
- When access to the e-Sourcing system has been provided, suppliers will be required to complete Questionnaires which will form their 'Indicative Tender (bid)';
- The questions will be evaluated on a Pass/Fail basis;
- The questions will be set to enable HMRC to establish the potential provider's capability in delivery of the specific service requirements as well as their overall technical ability, compliance with tax affairs and level of data security processes;
- Potential providers will be able to access a specification which includes the nature of the services via <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

— The Authority shall complete the evaluation of an Indicative Tender (bid) within 15 calendar days from the date of its submission or such longer period as the Authority may determine if no invitation to tender for a specific campaign/assignment is issued under the system within the 15 day period;

— If the Indicative Tender (bid) is successful the potential provider will be added to the DPS and invited to all future campaigns/assignments within the DPS;

— Any potential providers who do not meet the criteria outlined in the Indicative Tender (bid) will not be admitted onto the DPS and will be notified accordingly. There will however be an opportunity to re-apply for admittance onto the DPS at a later stage should they be able to demonstrate that the criteria can be met.

Competition for campaigns/assignments within the DPS:

— All suppliers within the DPS will be issued with an ITT for any new campaign/ assignments for the specific Lot to which they are included;

— The ITT will include a full job role specification and the services required from the supplier. The ITT will include the call-off evaluation criteria which will typically be in the region of 70 % for Technical/Quality and 30 % for Cost. The Contracting Body will have the option to set a minimum Technical/Quality measure for tenders which, if met, will then be evaluated further for Cost. Contracts for campaigns/assignments will be awarded under the DPS to the contractor who submits the tender which best meets the award criteria specified in this contract notice and supplemented by more precise criteria for the specific invitation to tender. All tender submissions will be evaluated and both successful and non-successful potential providers will be notified.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

HMRC in common with most other government departments operates an Enterprise Resource Planning (electronic trading/ordering) system and has a Purchase Order Mandatory Policy. Successful tenderers will be required to provide information so that they can be adopted onto the Client's system.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Expressions of interest must be in the form of a completed Indicative Tender (bid). Questionnaire. General eligibility and suitability to be invited to tender will be considered and applicants will therefore be required to provide a statement within an online Indicative Tender (bid) as to whether any of the circumstances (relating to mandatory and discretionary grounds for exclusion) described in Regulation 23 of the Public

Contracts Regulations 2006 apply. Revenue compliance checks may be undertaken throughout the tendering exercise using (where applicable) information from HMRC's own records. UK applicants will be required to provide their tax reference numbers: i.e. Value Added Tax registration number, PAYE collection reference and Corporation Tax or Self Assessment reference, as applicable. Overseas or non-UK applicants will be required to submit a certificate of tax compliance obtained from the country in which they are resident for tax purposes. Applicants unable to demonstrate an acceptable revenue compliance record may be excluded from tendering or from further participation in the tendering exercise. If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate. Information may also be required in respect of sub-contractors who will prospectively be performing core or major elements of the requirement.

III.2.2. Economic and financial ability

List and brief description of conditions: Information regarding economic and financial capacity will be requested by the buying organisation at call-off as necessary.

III.2.3. Technical and professional ability

List and brief description of conditions:

Information regarding technical capacity will be requested by the buying organisation at call-off as necessary.

Minimum level(s) of standards possibly required:

Basic information regarding technical capacity will be requested as part of the Indicative Tender (bid) submission in order to establish that the supplier provides the services required for the particular Lot/s applied for.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

IV.2.2. Information about electronic auction

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

HMRC 2016 Executive Search, Selection and Assessment Services DPS

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

24.3.2020 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 40 months.

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:

no

VI.3. Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

HMRC is using the Crown Commercial Service e-Sourcing (e-Tendering) tool for this DPS on behalf of CS Resourcing. Consequently formal applications are to be submitted by completing an online Questionnaire. Information about the e-Sourcing tool/application can be obtained from <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Applications not submitted in the required form (or containing the requested information) may be rejected. All communications shall be in English. Tenders, when invited, and all supporting documentation must be priced in Sterling and all payments under the contract will be in Sterling. Any contract or agreement resulting from the DPS will be considered as a contract made in England according to English law and subject to the exclusive jurisdiction of the English courts. The Authority does not bind itself to accept any Indicative Tender (bid) and reserves the right to accept any part of the Indicative Tender (bid) unless the tenderer expressly stipulates to the contrary. The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 (RRA), gives the Authority a statutory duty to promote race equality. In order to fully comply with its duty under the RRA, the Authority will take steps to ensure that its procurement activity and resulting contracts also promote race equality.

The Authority expressly reserves the right: (i) Not to award any contract as a result of the DPS process commenced by publication of this notice; and (ii) To make whatever changes it may see fit to the content and structure of the competition; and in no circumstances will the Authority be liable for any costs incurred by the candidates. There can be no guarantee of subsequent call-off contracts being awarded, any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this DPS will form a separate contract under the scope of this DPS between the supplier and the specific requesting other Contracting Body.

The Authority wishes to establish a DPS for use by the following Contracting Bodies and UK public sector bodies (and any future successors to these bodies) Central Government Departments, Executive Agencies and NDPBs.

The government departments detailed in the following list are likely to use the DPS, which includes 'the Ministry of Defence and its agencies, trading funds and non departmental public bodies' as well as any other UK government department listed in the Office for National Statistics (ONS) Public Sector Classification Guide, which is updated monthly and can be found at the following link: <http://www.ons.gov.uk/ons/publications/all-releases.html?definition=tcm%3A77-23641>

The Authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SME's). However the evaluation of Indicative Tender (bid)s will be based solely on the criteria set out for the DPS.

Public Corporations:

British Broadcasting Corporation (BBC),

BNFL Plc,

Export Credits Guarantee Department,

Nuclear Decommissioning Authority,

Royal Mail Group Plc,

United Kingdom Atomic Energy Authority,

Urenco,

Partnerships UK,

Royal Mint,

ABRO,

Defence Aviation Repair Agency (DARA),

Defence Science and Technology Laboratory (DSTL),

Met Office,

UK Hydrographic Office,

Forensic Science Service,

NATS,

Actis Capital LLP,

CDC Group Plc,

Working Links Limited,

British Waterways Authority,

Covent Garden Market Authority,

Channel 4,

The Tote,

Ordnance Survey,

QEII Conference Centre,

Northern Ireland Water,

Scottish Water. Local Authorities,

http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/DG_A-Z_LG) NDPBs,

http://www.civilservice.gov.uk/Assets/PublicBodies2009_tcm6-35808.pdf <http://www.civilservice.gov.uk/jobs/Departments-NDPBs-AtoL/A-toF.aspx> National Parks Authorities, Educational Establishments in England and Wales, maintained by the Department for Education including Schools, Universities and Colleges but Not, Independent Schools, Police Forces in the United Kingdom, Fire and Rescue Services (including Scotland, Wales and Northern Ireland), NHS Bodies England including Acute Trusts, Ambulance Trusts, Primary Care trusts, Care Trusts, NHS Hospital Trusts, Foundation Trusts, Strategic Health Authorities, Mental Health Trusts, Special Health Authorities, Community Health Councils, Local Health Boards, NHS Trusts, including Ambulance Trusts. (There is also a drill down to NHS Doctors making them 'easily identifiable'), Hospices, Hospices in UK including Scotland, Wales and Northern Ireland, Registered Social Landlords (Housing Associations), Third Sector and Charities, Citizens Advice, Scottish Public Bodies, Scottish Government, Scottish Local Authorities, Scottish Agencies, NDPBs, Scottish NHS Bodies, Scottish Further and Higher Education Bodies, Scottish Police, Scottish Fire and Rescue, Scottish Housing Associations, Scottish Parliament, The Scotland Office, Scotland Citizens Advice, Scottish Schools, Primary Schools, Secondary Schools, Special Schools, Welsh Public Bodies National Assembly for Wales, Welsh Assembly Government and Welsh Local Authorities, NHS Wales, NHS Wales GP Practices, NI Public Bodies, Northern Ireland Government Departments, Northern Ireland Public Sector Bodies and Local Authorities, Schools in Northern Ireland, Further and Higher Education in Northern Ireland, Health and Social care in Northern Ireland, Police Service of Northern Ireland, Citizens Advice Northern Ireland, To view this notice, please click here: <https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=187897939>
GO Reference: GO-2016224-PRO-7804413.

VI.4. Procedures for review

VI.4.1. Review body

Official name: See VI.4.2)

Body responsible for mediation procedures

Official name: HMRC

Postal address: 5W Ralli Quays

Town: Manchester

Postal code: M60 9LA

Country: United Kingdom

Telephone: +44 3000587827

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

Official name: HMRC

Postal address: 5W Ralli Quays

Town: Manchester

Postal code: WN6 9LA

Country: United Kingdom

Telephone: +44 3000587827

VI.5. Date of dispatch of this notice

24.2.2016