

**United Kingdom-Brighton: Job search services**  
**OJ S 105/2014 03/06/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Pensions Regulator  
Postal address: Napier House Trafalgar, Place Brighton  
Town: Brighton  
Postal code: BN1 4DW  
Country: United Kingdom  
Contact person: Procurement adviser  
For the attention of: Neil Goddard  
E-mail: [neil.goddard@thepensionsregulator.gsi.gov.uk](mailto:neil.goddard@thepensionsregulator.gsi.gov.uk)  
Telephone: +44 1273627259

**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**

Other: NDPB

**I.3. Main activity**

General public services

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

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

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

TPR601(A) - Executive Search Services for CEO Role.

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

Services

Service category No 27: Other services

Main site or place of performance: The Pensions Regulator, Napier House, Trafalgar Place, BN1 4DW.

NUTS code UKJ21 Brighton and Hove

**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)**

The Pensions Regulator (TPR) was established under the Pensions Act 2004, to regulate work-based pensions as an executive, non-departmental public body (NDPB) accountable to the Secretary of State for Work and Pensions. The regulator commenced operations in April 2005, superseding the Occupational Pensions Regulatory Authority (OPRA); we have wider powers and a proactive risk-focused approach to regulation. The regulator is funded by grant-in aid from the Department for Work and Pensions (DWP) with running costs recovered through a General levy on pension schemes.

##### **Statutory objectives**

Our objectives, as established under the Pensions Act 2004, are to:

- Protect the benefits of members of work-based pension schemes.
- Promote good administration and improve understanding of work-based pension schemes; and
- Reduce the risk of situations arising which may lead to compensation being payable from the Pension Protection Fund (PPF).

An additional objective, established under the Pensions Act 2008, is to:

- Maximise employer compliance with employer duties (including the requirement to automatically enrol eligible employees into a qualifying pension provision with a minimum contribution) and with certain employment safeguards.

The costs for work undertaken by the regulator in respect of the set up cost of the Employer Compliance Regime (ECR) are being met by the DWP. No cross-subsidy with the General levy funding stream takes place.

##### **Requirement**

TPR requires an executive search provider to assist in the appointment of a new Chief Executive. This will be a fresh approach to the recruitment process led by TPR's newly appointed non-executive Chair, Mark Boyle.

Through the use of a full search approach, the primary deliverable is a short-list of candidates agreed with TPR (such candidates having had preliminary interviews with the Service Provider).

The executive search provider will work with the Regulator to provide an effective recruitment strategy, plan, costing and schedule to ensure that TPR is able to appoint a successful candidate. Once the approach has been agreed by TPR, the provider would then deliver the appropriate search. They should provide details of all initial applicants so that TPR can be involved in the initial sift, and on TPR's instruction carry out preliminary interviews with those selected in the sift. The findings from the preliminary interviews would help inform TPR's shortlist. There may also be an additional stage for reference collection and some form of appropriate assessment. Working with the provider, TPR would carry out the final panel interviews to select the successful candidate. The provider would manage all candidate handling.

Approaches are likely to include all or some of the following:

- Full Search
- Advert
- Response Handling
- Sifting
- Preliminary Interviews
- Psychometric assessments

The Regulator is looking for external candidates from a wide range of backgrounds, particularly financial, and internal candidates may also apply. TPR would like the successful

candidate to start in the Autumn of 2014 so will be looking to start the selection process as soon as possible.

Please note that this opportunity will be run off The CCS Framework for Executive Search / Dynamic Purchasing System (PS-2014-ES Services), Lot 1 / Executive Search , Selection & Assessment Services. So we are asking for all expressions of interest from suppliers found on that framework Lot. Any organisations that are not currently on the framework, but wish to compete for the above opportunity. Must first apply to be accepted onto the DPS System, via the Crown Commercial Service. Please see the below details on how to contact thm in this instance:

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

**II.1.6. CPV code(s)**

79611000 Job search services

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

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one lot only

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

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

Information about lots

Lot No: 1

Lot title: Executive Search, Selection and Assessment Services

**1) Short description**

The Executive Search (ES) solution is to provide candidate search, assessment and selection services to support public sector organisations to recruit executives and specialist senior management.

It should be noted that as the ES solution is to support appointments to senior roles under specific employer terms and conditions, it is expected that successful organisations would be those commonly referred to as executive "head hunters".

**2) CPV code(s)**

79611000 Job search services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

## 5) Additional information about lots

### Section III: Legal, economic, financial and technical information

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#### 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

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

##### 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

##### III.2.2. Economic and financial ability

##### III.2.3. Technical and professional ability

##### 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

### Section IV: Procedure

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#### IV.1. Type of procedure

##### IV.1.1. Type of procedure

Open

##### 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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### IV.2.2. Information about electronic auction

An electronic auction will be used: no

### **IV.3. Administrative information**

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

#### **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**

16.6.2014 - 11:00

#### **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**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **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**

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

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

#### **VI.5. Date of dispatch of this notice**

30.5.2014