

**United Kingdom-London: Recruitment services**  
**OJ S 98/2018 25/05/2018**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Future Cities Catapult Ltd

Postal address: 1 Sekforde Street

Town: London

NUTS code: UKI London

Postal code: EC1R 0BE

Country: United Kingdom

Contact person: Mr Nathan Whittaker

E-mail: [nwhittaker@futurecities.catapult.org.uk](mailto:nwhittaker@futurecities.catapult.org.uk)

**Internet address(es):**

Main address: <https://futurecities.catapult.org.uk>

Address of the buyer profile: <http://fccprocurement.org.uk>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://procontract.due-north.com/Advert/Index?advertId=aa773349-aa5a-e811-80eb-005056b64545>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://procontract.due-north.com/Advert/Index?advertId=aa773349-aa5a-e811-80eb-005056b64545>

**I.4. Type of the contracting authority**

Other type: Partially publically funded through another Contracting Authority

**I.5. Main activity**

Other activity: Innovation and technology

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Recruitment services framework for contingent worker, temporary and contractor resources

Reference number: DN341898

**II.1.2. Main CPV code**

79600000 Recruitment services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The Future Cities Catapult as the Contracting Authority wishes to establish a Framework Agreement for the provision of recruitment services for contingent workers, temporary workers and contractors. This is for use by Future Cities Catapult only. The Framework aims to establish an Agreement with a comprehensive range of suppliers providing coverage primarily in the London area although occasionally nationwide. The duration of the Framework Agreement is two (2) years with an option to extend for a further two (2) periods of twelve (12) months at the Authority's discretion.

The Framework Agreement is split into lots. Each supplier is able to bid on up to a maximum of 5 lots.

#### **II.1.5. Estimated total value**

Value excluding VAT: 1 200 000,00 GBP

#### **II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 5

Maximum number of lots that may be awarded to one tenderer: 5

### **II.2. Description**

#### **II.2.1. Title**

General and Business Services

Lot No: 1

#### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

#### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

#### **II.2.4. Description of the procurement**

This Lot 1 is for services focusing around the search, sift and placement of candidates into General and Business Services roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

### **II.2.1. Title**

Procurement, Commercial and Legal  
Lot No: 2

### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

### **II.2.4. Description of the procurement**

This Lot 2 is for services focusing around the search, sift and placement of candidates into Procurement, Commercial and Legal roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

**II.2.1. Title**

HR

Lot No: 3

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 3 is for services focusing around the search, sift and placement of candidates into HR (Human Resources) roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

**II.2. Description****II.2.1. Title**

ICT and Support

Lot No: 4

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

#### **II.2.4. Description of the procurement**

This Lot 4 is for services focusing around the search, sift and placement of candidates into ICT and ICT Support roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

### **II.2. Description**

#### **II.2.1. Title**

Communications and Marketing, PR and Events Manager

Lot No: 5

#### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

#### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

#### **II.2.4. Description of the procurement**

This Lot 5 is for services focusing around the search, sift and placement of candidates into Communications & Marketing, PR and Events Management roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

**II.2. Description**

**II.2.1. Title**

Finance

Lot No: 6

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 6 is for services focusing around the search, sift and placement of candidates into Finance roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11.**

## **Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

### **II.2.1. Title**

Facilities and Venue Manager  
Lot No: 7

### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

### **II.2.4. Description of the procurement**

This Lot 7 is for services focusing around the search, sift and placement of candidates into Facilities and Venue Manager roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

### **II.2.1. Title**

Research  
Lot No: 8

### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

### **II.2.4. Description of the procurement**

This Lot 8 is for services focusing around the search, sift and placement of candidates into Research roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

### **II.2.1. Title**

Content Creation  
Lot No: 9

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 9 is for services focusing around the search, sift and placement of candidates into Content Creation roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

**II.2. Description****II.2.1. Title**

Account Management

Lot No: 10

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 10 is for services focusing around the search, sift and placement of candidates into Account Management roles for temporary and fixed term appointments. Examples of the roles

which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

### **II.2. Description**

#### **II.2.1. Title**

Digital Technology

Lot No: 11

#### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

#### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

#### **II.2.4. Description of the procurement**

This Lot 11 is for services focusing around the search, sift and placement of candidates into Digital Technology roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

**II.2. Description**

**II.2.1. Title**

Project Management

Lot No: 12

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 12 is for services focusing around the search, sift and placement of candidates into Project Management roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

### **II.2.1. Title**

Built Environment  
Lot No: 13

### **II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

### **II.2.3. Place of performance**

NUTS code: UKI London  
Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

### **II.2.4. Description of the procurement**

This Lot 13 is for services focusing around the search, sift and placement of candidates into Built Environment roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

### **II.2.5. Award criteria**

Criteria below  
Quality criterion - Name: Quality / Weighting: 70  
Price - Weighting: 30

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48  
This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

## **II.2. Description**

**II.2.1. Title**

User Research & Design  
Lot No: 14

**II.2.2. Additional CPV code(s)**

79610000 Placement services of personnel

**II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: 1 Sekforde St, Clerkenwell, London EC1R 0BE.

**II.2.4. Description of the procurement**

This Lot 14 is for services focusing around the search, sift and placement of candidates into User Research & Design roles for temporary and fixed term appointments. Examples of the roles which may be requested are given within the tender documents. We cannot guarantee any business through the Framework Agreement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

This Framework Agreement will be for an initial period of 24 months with the option to extend for up to 2 further periods of 12 consecutive months, at the Authority's discretion. However individual Call-Off Contracts may extend beyond the life of the Framework Agreement.

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

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**III.1. Conditions for participation****III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Bidders will be assessed on the basis of information provided in response to an Invitation to Tender (ITT).

This procurement will be managed electronically via the ProContract e-procurement Portal Due North. This will be the primary route for sharing information and communicating with bidders.

To participate bidders must first be registered on ProContract.

To register go to the URL: <https://procontract.due-north.com/Register>

Once registered on the ProContract portal, you will be able to express your interest in this procurement. Your registered user will receive a notification email to alert them once this has been done.

Note: If you require additional users from your organisation to see the (ITT), do not repeat the above as this will create a new separate account; instead the registered user can add additional users to the existing account via your ProContract Profile.

### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

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

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 25/06/2018 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7. Conditions for opening of tenders**

Date: 25/06/2018 Local time: 12:05

Place:

Electronically via web-based portal.

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic ordering will be used  
Electronic invoicing will be accepted  
Electronic payment will be used

**VI.3. Additional information**

To register interest in the opportunity and download the Invitation to Tender, please visit [www.fccprocurement.org.uk](http://www.fccprocurement.org.uk) where you will have to register if you have not used the system before. Once registered, the opportunity can be accessed through reference DN341898  
For queries regarding the portal, please contact the Due North help desk via the home page.  
Do not make contact with the Catapult via any other channel of communication regarding this requirement.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Future Cities Catapult Ltd  
Town: London  
Country: United Kingdom

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

23/05/2018