

**United Kingdom-Brighton: Job search services**  
**OJ S 136/2014 18/07/2014**  
**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

Town: Brighton

Postal code: BN1 4DW

Country: United Kingdom

E-mail: [neil.goddard@thepensionsregulator.gsi.gov.uk](mailto:neil.goddard@thepensionsregulator.gsi.gov.uk)

Telephone: +44 127362-7259

**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**

National or federal agency/office

**I.3. Main activity**

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

**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(B) - Executive Search Services for the Role of Finance Director.

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

Services

Service category No 22: Personnel placement and supply services

NUTS code UKJ21 Brighton and Hove

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

**II.1.4. Information about framework agreement**

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

TPR requires an executive search provider to assist in the appointment of a Finance Director. 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 fully qualified finance Director with excellent commercial and business experience gained in either private or public sector.

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 them 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)**

#### **II.1.8. Lots**

#### **II.1.9. Information about variants**

#### **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**

## 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

#### 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**

30.7.2014 - 16:00

**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**

Duration in days: 90 (from the date stated for receipt of 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**

15.7.2014