



Lot 1: Interim Recruitment User Guide



Framework overview

What does this framework provide for you?

The Local Government Resourcing Partnership (LGRP) framework provides a quick, simple and compliant route to market for the following services:

Lot 1 – Interim Recruitment

Lot 2 – Permanent Recruitment

Lot 3 – HR Consultancy

Lot 4 – HR Marketing and Advertising

Why did we procure the LGRP framework?

We are now onto the 2nd generation of the LGRP framework, in collaboration with London Borough of Waltham Forest.

The Local Government Resourcing Partnership (LGRP) formerly known as the London Boroughs' Recruitment Partnership (LBRP) has previously been procured by the London Borough of Sutton (LBS). The procurement of the LGRP was taken over by the London Borough of Waltham Forest (LBWF) in 2017, and they were supported throughout the procurement process by YPO.

YPO are a 100% publicly owned buying organisation who establish national and regional frameworks to meet the common needs of local authorities and the wider public sector.

The procurement

Throughout 2020, LBWF and YPO carried out user and provider engagement through 1-2-1 meetings and surveys, as well as via PIN and RFI documentation. The purpose of this engagement was to understand, the previous iteration of the framework, how we could improve and make the framework as effective as possible, as well as looking at customer and market demands.

This engagement helped to create the specifications which consist of a wide range of resourcing services that can now be procured in an efficient and effective manner.

The aim was to create a framework that could help support organisations current HR and give the ability to procure HR related services in an efficient and effective manner.

Following a successful tender process, the framework is now available for use for all public sector on a national basis.

Procurement facts

Start date: 10 November 2021
End date: 9 November 2023
Extension option: 2 years
Contract award notice: 2022/S 000-011745
Geographical coverage: National framework
Sector: All public sector organisations

Compliance

This framework has been procured in accordance with the Public Contracts Regulations 2015 via the open procedure.

Contract value

The OJEU contract value for this procurement is approximately 150 000 000.00 GBP.

OJEU notice

A copy of the OJEU notice can be downloaded from www.lgrp.co.uk or provided directly by YPO or LBWF upon request.

Duration of the framework

The framework agreement starts on the 10 November 2021 for two years and will expire on 9 November 2023, unless otherwise extended. There is an option to extend this framework for an additional two years and this option may be exercised at the discretion of YPO and LBWF.

Eligible users

The framework agreement is available to all public sector bodies, including central government and wider public sector, social housing organisations, voluntary and community sector bodies.

Check your eligibility here:

<https://www.ypo.co.uk/about/customers/permissible-users>

Call-off options

Contracting organisations can use this framework for both short and long term call-offs at their discretion.

The framework is available for us until the end date and call-offs can be for a duration determined by the customer. YPO and LBWF advise that call-off contracts do not exceed a term of four years, but the contracting organisation will make this decision.

Interim recruitment

Providers will work closely with organisations to carry out the search and selection of interim roles.

What is an interim?

Interims are defined as highly skilled candidates who are experts within their field. Interims are usually brought into a temporary position on a fixed term basis.

All interim roles are covered by this lot for all of the public sector. A few examples are below:

- Chief Executive
- Directors
- Assistant Directors
- Head of Service

The above is an indicative, but not exhaustive, list of roles which can be delivered by our Lot 1 providers.

What is the scope of lot 1?

This lot will support the delivery of other services within the LGRP framework. It is expected in this lot that the following areas can be considered:

- All basic candidate checks will be carried out by the provider
- The impact of IR35 will where possible be assessed by each organisation
- All interim roles are covered by this lot for all of the public sector

The following can be delivered by providers on this lot:

- Review of role profile, role title
- Drafting and placement of online advertising including placements on: MJ, Jobs, Go Public etc.
- Identification and approaches to targeted individuals in relevant sectors
- Response management
- Provision of pre-qualified longlist (including due diligence through initial telephone screen, Google searching and social media profiling)
- Provision of first interview service

The above is an indicative list of requirements that can be met by the providers on the framework.

You can procure from the providers on this lot via direct award or further competition.

How to buy

Procuring interim recruitment

All interim roles can be procured through a direct award or further competition.

Direct award

A direct award means you can award directly to a provider via the framework without having undertaken a further competition.

Our framework allows you to make a direct award to the provider comprising the most economically advantageous offer for your needs. Best practice is to apply the award criteria set out at framework level when considering a direct award, however a contracting authority may also consider other objective justifications specific to their needs. We are happy to help and advise, but it will be for you to determine whether a direct award is the most appropriate procurement route for your needs.

To consider the provider’s pricing, you can obtain a copy of the provider pricing documents from YPO or LBWF, or via www.lgrp.co.uk (providing you hold an account). Each provider on the framework has a set percentage margin fee for each type of interim role.

Further competition

If you wish to conduct a further competition between the providers on this lot, you will need to invite all the providers to submit a bid for the services you require. We can provide template documents and are happy to review drafts on your behalf.

To carry out your further competition you can either:

- Utilise your own documentation and procurement portal
- Utilise our LGRP website www.lgrp.co.uk
- Download template documentation through the LGRP website www.lgrp.co.uk
- Request template documentation from LBWF or YPO

Within your further competition documentation, you will need to explain the type of service you require, this may include an approach to the search and selection strategy for the campaign, indicative timescales and a job description.

You will need to detail within your further competition how you will evaluate the bids, this will include your price:quality weightings. The table below sets out the award criteria ranges available for further competitions:

Price	40 - 60%
Quality (including social value)	40 - 60%

You will need to have approved the call-off terms and conditions for use within your further competition. Once you have identified the successful provider, you will then need to complete the order form and have this signed by both the provider and your organisation.

Your documents

Providers are likely to require the below information to suggest appropriate candidates via a direct award or further competition:

- Job title
- Salary
- Organisation structure appropriate to the post
- Job description/person specification/role behaviours
- Other information which will inform the process (to be agreed with the framework providers)

A detailed process for interim recruitment is covered in the specification.

It is the responsibility of the contracting authority to ensure all awards via the LGRP framework are compliant with the PCR 2015 where applicable.

Framework information

Pricing information

Direct award pricing for the framework is available at www.lgrp.co.uk or by contacting YPO or LBWF.

Terms and conditions

There are pre-agreed framework terms and conditions. If you wish to make any amends to the terms and conditions this is possible on the order form. To carry out a call-off under the framework you will be required to complete the order form and call-off terms and conditions.

Specification

The specification can be provided upon request by YPO or LBWF, or it can be downloaded at www.lgrp.co.uk.

Rebate

The rebate for this framework is 1% on all spend, paid by the provider. This rebate is to cover the costs of creating and managing the framework.

Things we have done to help

- We know the processes inside out so feel free to contact us if you would like to discuss how to direct award or carry out a further competition

- Open book costing is agreed by all providers on the framework, the supply chain should be transparent, so we know exactly how the fees are calculated
- We are constantly wanting providers to push boundaries and add value where possible to your services, this is included in our quarterly MI
- Social value is high on the agenda so through our KPI's we will monitor the impact of the providers within the community, and this can then be provided to any framework users

Benefits of the framework

Flexibility

The framework allows for flexibility across a variety of resourcing requirements, it combines a range of working arrangements and solutions to ensure the providers can meet your needs.

Simple to use

Simplicity is what this framework is all about, you can procure across different lots and/or just procure one off services. All you have to do is direct award or carry out a further competition from the providers and detail your requirements on the order form.

Collaborative working

Procuring through this framework will help to collaborate not only with YPO and LBWF but with other organisations from around the country. Engaging and understanding HR services from around the country to develop and manage these services in the most appropriate ways.

Reduced timescales

Procuring through the framework will be quick and efficient. There are no OJEU timescales to comply with, you can either direct award or carry out a further competition.

Compliance with EU regulations

The framework is fully EU compliant in line with EU 2015 regulations. This reduces the risk to your organisation of procuring your own services.

Standards all checked

YPO has already done all the checks to ensure that the providers throughout the framework have all the correct level of standards.

Get in touch

If you need further information or guidance, please get in touch.



YPO
lgrp@ypo.co.uk



London Borough of Waltham Forest
procurement@walthamforest.gov.uk