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User Guide | Ref No: 1140

Managing Recruitment and Resourcing

Lot 9:
Emerging Talent Recruitment



About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services.

Established in 1974 by a group of 13 local authorities, we're one of the UK's largest public sector buying organisation and we're still 100% publicly owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector.

Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.



This is an interactive PDF

You can click on the items listed on the left, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

Overview

Start date

26 February 2024

Expiry date

25 February 2028

Extension Taken

1 X 24 months

Contracting authority (CA) call-off period

CAs can specify a contract period, based on the term that will best suit their requirements.

Contract notice reference number

2023/S 000-030085

Potential maximum value

£5,000,000,000

Rebate

- 1% rebate applies on spend
- Any optional services will be 0.5% rebate of the total spend

Geographical location(s)

National

Framework structure

The Framework, Managing Recruitment and Resourcing – 1140, is split into eleven lots and has been designed to meet the everchanging needs of the public sector in respect of their recruitment and resourcing requirements.

Lot	Description
01	Managed Service for Temporary Recruitment for Local Authorities
02	Managed Service for Temporary Recruitment for Central Government
03	Managed Service for Temporary Recruitment for Housing
04	Managed Service for Temporary Recruitment for Higher Education
05	Managed Service for Temporary Recruitment for Emergency Services
06	Managed Service for Temporary Recruitment for all sectors
07	Recruitment Process Outsourcing
08	Recruit Train Deploy
09	Emerging Talent Recruitment
10	Total Talent Management
11	Vendor Management Systems

The framework was created to deliver a recruitment solution for all areas of the public sector. Lots 1–6 are for a managed service for temporary recruitment. Contracting Authorities can pick the Lot which is relevant to them.

This user guide is for Lot 9 – Emerging Talent Recruitment.

User guides are available for all other lots [online](#) or by emailing hrrsolutions@yppo.co.uk.

Lot 9 is a new addition to this iteration of the Framework and is designed to meet the needs of the public sector in respect of recruiting and retaining emerging talent in accordance with their talent strategies.

This Lot is not for the recruitment of graduates only and can be used to recruit any emerging talent, as defined by a Contracting Authority and Provider.

Specification and overview

Lot 9 of this Framework provides a compliant route to market for all public sector organisations seeking access to Emerging Talent Recruitment solutions.

A Contracting Authority may wish to procure a service for all their emerging talent requirements, or they may wish to procure for a specific volume emerging talent requirement, such as a graduate scheme. For the avoidance of doubt, both options are permissible via this Lot.

It should be noted that this Lot is not for the recruitment of graduates only and can be used to recruit any emerging talent as defined by the Contracting Authority and the Provider.

A Contracting Authority and Supplier may wish to explore the utilisation of the Apprenticeship Levy when using this Lot and can do so in line with any relevant Government guidance.

The specification for this Lot is outcome focussed, permitting the engagement and delivery of both core and optional services, allowing innovative delivery against Contracting Authority requirements. It is understood that all emerging talent requirements, and therefore solutions, will be unique and the Provider shall present a solution which is specific to the Contracting Authority.

For the avoidance of doubt, this Lot cannot be utilised for the engagement of Temporary Workers, as defined in the Framework Agreement & Call-Off Terms and Conditions.

The Contracting Authority and the Provider can work together to identify and understand the specific requirements in respect of emerging talent, which may include building a talent pipeline.

This service may include:

- A close working relationship with the Provider to ensure the Provider fully understands the Contracting Authority's employer brand.
- Recruitment campaigns in which the Provider provides a targeted and measurable approach that delivers results for the Contracting Authority.
- The opportunity to be introduced to various education establishments, or other organisations, to support your emerging talent strategies
- Advice, insights and expertise provided in respect of the engagement of emerging talent, as well as the recruitment process more broadly.
- Advice offered in respect of the Contracting Authority's employer branding and may be required to work with the Contracting Authority to specifically develop their employer value proposition.

Optional Services

The framework allows the Contracting Authority to add on optional services within their requirements. These may be outlined in the initial call-off request by the Contracting Authority or be added at any point during the life of the call-off.

The aim of adding optional services is to allow Contracting Authorities to create a bespoke HR solution if they wish and/or allows a Contracting Authorities to procure all their HR requirements from a single provider, to support their talent strategy.

We have established a list of optional services that is not exhaustive. To review, please email hrsolutions@ypo.co.uk. We are aware all HR departments are likely to have unique titles for different types of services.

Specification and overview continued

Elements of the Emerging Talent Recruitment Solution can include, but not limited to:

Emerging Talent Recruitment Campaign

The Provider can design and deliver the end-to-end emerging talent recruitment campaign. The campaign will be bespoke based upon your requirements.

Application Process

The Provider can design the application processes and job descriptions based upon the information provided and the policies outlined by the Contracting Authority.

Advertising Campaign

The Provider can design an advertising campaign to meet your needs. This may include, but is not limited to, the delivery of a microsite. The advertising campaign will reflect your employer values. Graduate recruitment may require on-site campus marketing at relevant higher education establishments.

Applicant Sifting Services

Applicant sifting services can be provided by the Provider and may include the sifting of application forms, selection questionnaire, and Curriculum Vitae's. Only candidates that meet your requirements will be presented.

Assessment Centres

Assessment centres can be facilitated if required and may be held in person or virtually. This may include the design of the assessment, centre, facilitation of the day, the sourcing and provision of appropriately experienced assessors and the engagement and management of candidates on the day.

Interviews

Providers can conduct interviews on behalf of the Contracting Authority. These interviews could be via telephone, online or in person. The Contracting Authority can be as involved in the design and delivery of the interview process as they wish.

Testing

Where required, the Provider can conduct any online or in person testing. This may include psychometric testing or presentations and the Provider will provide appropriately experienced assessors to score and provide feedback.

Candidate Selection

The Provider can select candidates outlining to the Contracting Authority how the candidate meets their requirements

Recruitment and Careers Fairs

Providers can conduct recruitment and careers fairs on behalf of the Contracting Authority. This may include the sourcing of the relevant event space to host the fair and may also include the delivery of relevant supporting materials.

Vetting Checks

Vetting checks can be conducted by the Provider if required.

Candidate Experience

To ensure a seamless candidate experience, Providers may be responsible for liaising with the candidates in respect of all information including interview/assessment dates. They will deliver a strong and positive candidate experience to all candidates in order to retain candidates throughout the process.

Onboarding

Providers will have the ability to onboard candidates.

How to use the framework

To access the framework agreement, customers should complete and return the Non-Disclosure Agreement.

Contracting Authorities will have the ability to direct award or carry out a further competition through this Lot and each further competition will be available to all providers on the Lot. Pre-market engagement is encouraged at this stage to inform providers of the opportunity and boost participation. It will then be down to the providers if they decide to bid based on the services you require.

While creating a further competition or direct award for their RPO requirements, Contracting Authorities can specify any optional services that may be required. Please note that providers can add more optional services to their offerings throughout the duration of the Framework. A Contracting Authority may wish to add on optional services at any point of the call-off contract.

Direct award

A Direct Award can be carried out to appoint the provider that the Contracting Authority has reviewed to be the most suitable for the services they require.

A Direct Award can be made to a Provider if the participating Contracting Authority can demonstrate the selected Provider offers the most economically advantageous offer for their individual requirements, this will include the ranked evaluation, cost/price/quality/social value and sustainability scores and/or objective justifications in line with the Public Contract Regulations 2015.

The pricing provided in the tender submission for this framework will then be the pricing that the managed service provider and Contracting Authority adhere to. YPO will not be responsible or liable in any way for the award in relation to any direct call-off contract.

The Contracting Authority, where possible, should list any potentially relevant optional services within the call-off contract.

It will be the Contracting Authority's responsibility to carry out their own due diligence within this framework to ensure they have procured in compliance with any relevant regulations.



Carrying out your further competition

This framework will allow Contracting Authorities to carry out a further competition with all providers listed on this Lot.

All providers on this Lot will have the opportunity to bid for each further competition. Contracting Authorities will reserve the right to define their emerging talent requirement by either outlining their specific needs within their own specification, or they may ask providers to present a bespoke solution based on their requirements.

Contracting Authorities can carry out a further competition based on cost, quality and social value, the scoring criteria will be stipulated in each further competition. The Contracting Authority can carry out a further competition on their temporary recruitment requirements only or include optional services as part of their further competition and call-off contract. Optional services may be implemented at any point of the call-off contract.

The Contracting Authority, where possible, should list any potentially relevant optional services within the call-off contract.

The Contracting Authority shall conduct their Further Competition based on their defined scoring criteria, which will be outlined within their further-competition documentation.

Please see the criteria and weighting ranges below:

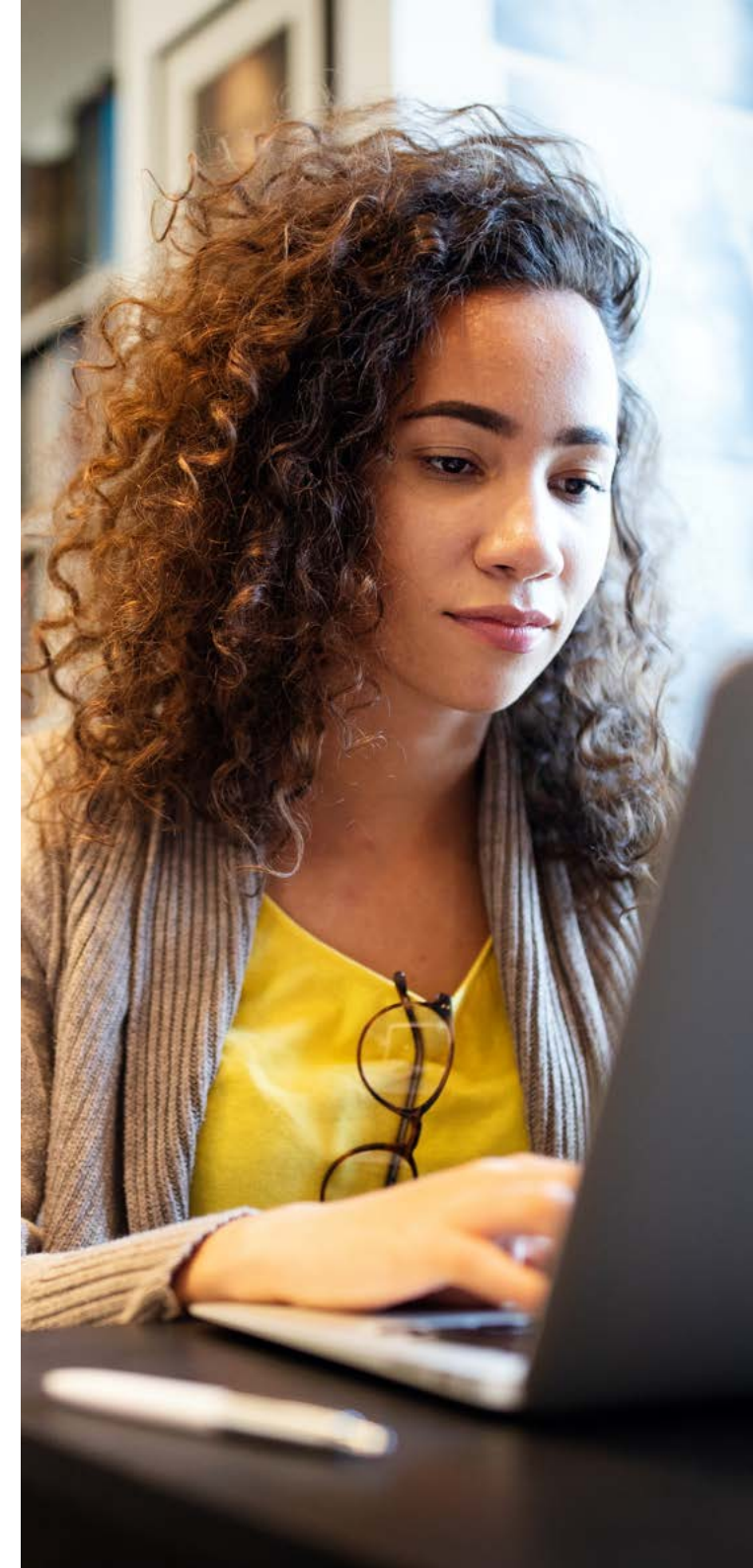
Criteria for further competitions	Range
Cost	20-60%
Quality	20-60%
Social Value / Sustainability	10-30%

Contracting Authorities may amend weightings to suit their own needs at their own risk within +/- 20% of Framework weighting, as stipulated by the ranges above. The total percentage must add up to 100%.

The criteria for cost, quality and social value can be re-opened in full for evaluation within the further competition, or scores may be carried through from the Framework Establishment stage.

Contracting Authorities should set appropriate KPIs and/or service levels within their call-off contract.

YPO will not be responsible or liable in any way for the award in relation to any call-off contract. It will be the Contracting Authority's responsibility to carry out their own due diligence within this framework to ensure they have procured in compliance with any relevant regulations.



Tips to procuring these services

- Understand the categories of workers within your organisation and any skills gaps that exist within these categories
- Understand the pricing structure that will best suit your requirements. We used scenarios and rate pricing to ensure that all pricing was transparent depending on the customers' actual requirements
- Ensure you have all the latest sector updates before making your decisions
- Engage with providers prior to a direct award or further competition to ensure they understand your current position, your vision moving forward and any developments in service delivery
- Could social value be part of the specification? How could providers help in this area?
- Ensure your Emerging Talent specification is in line with your recruitment strategy
- Are you aware of how technology is developing in the recruitment sector?
- Are there any other services you would like to procure alongside your Emerging Talent requirements? These could be procured as part of the optional services.



Benefits of using a YPO framework agreement

- Support from YPO to help you find the right solution based on your recruitment strategy, including help to create specifications, pricing documents and all other procurement documents. We can help as much or as little as you like.
- We can provide market sector updates and support through webinars, 1-2-1 meetings and emails
- All providers on the framework have been 'pre-qualified' to deliver a managed service for temporary recruitment
- YPO can fully manage your further competition process if required
- Reduced timescales – you do not need to run a full above threshold procurement if procuring via the framework agreement
- Aggregation of spend – you will receive the benefits of the aggregated spend volume and increased leverage in the market
- Pre-defined terms and conditions
- Through this Framework, social value/sustainability can be delivered via Call-off Contracts and engagement with a Contracting Authority, or via the Framework directly by virtue of the Provider's corporate social responsibility and own social value commitments.



Providers

Below is a list of the providers awarded to the framework for this Lot.

- Adecco (UK) Ltd
- Alexander Mann Solutions Limited
- Conexia Limited t/a Peregrine
- Hays Specialist Recruitment Ltd
- Reed Specialist Recruitment Ltd
- PeopleScout Limited t/a TMP Worldwide

Terms and conditions

Providers awarded to the framework agreement have agreed to and signed YPO's framework terms and conditions.

Providers have also agreed and reviewed the call-off terms and conditions; however, it is understood that some specific terms may need amending to meet the needs of the Contracting Authority and Provider. These can be amended by the Contracting Authority and the Provider by mutual agreement to include additional terms to supplement the standard call-off terms and conditions. A variation form is included within the order form and call-off terms and conditions document to allow customers and providers to amend any terms if required.

Contact information

For further information or to discuss individual requirements, please use the contact details below:

Name	Sabine Stolwijk
Job title	Buyer
Category	HR and People Services
Telephone	01924 821751
Email	HRsolutions@ypo.co.uk

Name	Sophia Lindley
Job title	Assistant Buyer
Category	HR and People Services
Telephone	01924 821751
Email	HRsolutions@ypo.co.uk

