

# Project Guidelines: RECTC 5-8 – Recruitment Bids and Tenders

## Introduction

This document provides guidance for Level 5 Diploma in Recruitment Leadership learners on the assessment process for RECTC 5-8 – Recruitment Bids and Tenders.

The assessment takes the form of a mock Invitation to Tender (ITT) which must be completed and submitted by the learner.

Three appendices are included:

- A. Cover Sheet – to be completed and submitted to the RECAO with your ITT response
- B. Sample ITT Assessment
- C. Typical ITT Response structure
- D. Assessment sheet – to be completed by the Assessor/Examiner post-submission.

## 1 Timetable

- **Submission deadline for the Proposal** - As soon as possible after enrolling
- **Feedback/approval from Study Coach/Tutor** - Within two weeks of receipt
- **Deadline for REC to receive the final Project** - 5pm on Day of the L5 Diploma examination
- **Results will be issued** - Six weeks after submission deadline

## 2 Initial steps

If you require further guidance on the Assessment, you should contact your Study Coach/Tutor as soon as possible after receiving the Assessment.

## 3 The purpose of the assessment

The Assessment is designed to enable you to apply and demonstrate what you have learned during your studies into a work situation and produce a sound tender response.

You are required to submit a response to a mock Invitation To Tender (ITT). Your tender response should be well thought-out and follow the structure of the Invitation To Tender (ITT) which is in several sections, the response to each will provide clear evidence of knowledge and learning. Marks are awarded for different parts of the response and while a good performance in one section may compensate for a poorer performance in another, the overall standard must be that of a professional business document. The response should therefore be well presented, following the standards expected of a business document.

Your response should not be a factual statement of what your company does and its service delivery. The aim of the assessment is to enable you to demonstrate your learning through producing a sound tender response and as such you need not be limited by your company's current methodologies and service offering. The Assessor will not take into account your proposed price/fees.

Please answer the questions carefully and only provide answers that are relevant to the tender response.

## 4 ITT Response Length

Whilst there is no maximum length for the response, you should aim for a word count of around 5,000 words. Responses with fewer than 5,000 words are unlikely to achieve the necessary marks to gain a pass. The word count does not include appendices.

## 5 Statement of Authenticity

The response submitted must be your own original work and this must be authenticated by your employer. If you do not have an employer, then the work must be authenticated by a responsible person such as your accountant or lawyer.

Plagiarism may result in your work not being accepted for marking. If you are working alongside someone else who is a current or past REC candidate, make sure that you do not submit any material which has already been used, or will be used, by another candidate entering an REC Level 5 Diploma in Recruitment Leadership Recruitment Bids and Tenders assessment.

An Assessment Cover Sheet must be attached to your response when submitting and must be signed by you and by your employer to confirm that it is your work. The REC reserves the right not to accept for assessment any project which does not have an appropriately completed and signed Cover Sheet, or any response where plagiarism is suspected.

## 6 Study Coach/Tutor support

You will be allocated a Study Coach/Tutor to support you with your Assessment.

## 7 Confidentiality of information

Your response will be seen by the RECAO, Awarding Committee members and Assessors. Whilst the REC will do all it can to keep information confidential, it is your responsibility to ensure that you do not include any information which candidates or clients would consider confidential.

## 8 Late submission

Permission for late submission of assessments is given *in exceptional circumstances* only. Any request must be in writing to the RECAO (not to your Study Coach/Tutor) explaining the reason for late submission. The RECAO reserves the right not to assess any work submitted late without written permission.

## 9 Checklist on Format and Presentation

- ✓ Clearly written, spell-checked, grammatically correct and well-signposted
- ✓ Leave plenty of white space on each page – it's easier on the eye
- ✓ Keep standards up! Writer fatigue soon becomes apparent
- ✓ Write with clarity, use simple language and short sentences
- ✓ Proof read your project prior to submission

- ✓ Number all pages and appendices and ensure they are cross-referenced
- ✓ Only include appendices which are relevant and useful
- ✓ It is not necessary to produce your project in colour. However, a high standard of business presentation is required
- ✓ When binding your project, do not enclose each page in plastic
- ✓ Write as if you are preparing to present the document to senior executives in your organisation!

## 10 Assessment Criteria

Your ITT response will be assessed using nine **Assessment Headings**. Each assessment heading attracts a total of 100 marks.

### Summary of Assessment Headings:

1. Executive Summary
2. Company information
3. Candidate attraction methodologies
4. Screening and vetting procedures
5. Account Management
6. Service delivery and SLAs
7. Management information and reporting
8. Added Value and innovation
9. Compliance and governance
10. Format and presentation

## 11 Frequently Asked Questions

### **What happens if my Assessment is lost in the post?**

Assessments do get lost in the post which is why it is your responsibility to keep a hard copy of your submitted final project. We strongly recommend all projects to be sent via Recorded/Tracked delivery post.

### **What mark is required for a Pass?**

The pass mark for each unit of the Level 5 Diploma in Recruitment Leadership is determined after all work has been assessed. Drawing on past examinations, it is likely that you will need to achieve approximately 60% to be awarded a pass in this module. Assessors do not, however, make a pass/fail

decision; this is ultimately the responsibility of the Level 5 Diploma in Recruitment Leadership Awarding Committee.

**What happens if my submitted Project does not match the approved proposal?**

This will almost certainly require your project to be referred for special scrutiny and you may be asked to resubmit. It is fundamental that your project relates to your original proposal.

**What if my Project is late?**

Late entries will only be accepted in exceptional circumstances.

## Appendix A: Cover Sheet

### RECTC 5-8 – Recruitment Bids and Tenders

Surname and first name .....
Company name .....
Address (for return of assessment) ..... ..... .....
Telephone number (daytime) .....
Email address .....
Study Coach/Tutor’s name .....
Please indicate word length excluding appendices and bibliography .....
Date of submission .....
<p><b>IMPORTANT NOTE:</b> As part of the REC’s quality assurance systems a copy of candidates’ submitted responses will be retained. Responses will only be used to help the REC improve its quality assurance systems. By submitting your response, you agree to this copy being kept, and where your response contains confidential information relating to your employer, you must ensure that they agree to this too.</p>

#### Authentication by the candidate

I have produced this work without any help apart from that declared by the supervising employer/tutor (attach details if relevant).

Name in block capitals.....Signature.....Date .....

#### Authentication by the employer

To the best of my knowledge, the work submitted is solely that of the candidate.

Name in block capitals.....Signature.....Date .....

This form must be **fully completed and signed** and attached to the front of the candidate’s work, and posted (Recorded/Tracked Delivery is strongly recommended) to: **REC Awarding**, Dorset House, First Floor, 27-45 Stamford Street, London, SE1 9NT.

## Appendix B – Assessment – ITT Response – TO COMPLETE RECTC 5-8 Recruitment Bids and Tenders

### Content

You are required to complete a tender response to the following sample ITT. The ITT covers the standard areas of a typical tender response document.

- Executive summary
- Company information
- Financial/legal information
- Pricing
- Compliance and governance
- Service delivery
  - Candidate attraction methodologies
  - Screening and vetting
  - Account management
  - Service delivery and SLAs
  - Management information and reporting
  - Added value services

### Invitation to Tender (ITT)

#### **Background**

ABC Consulting is a consulting firm specialising in technology. We currently have over 300 staff in 4 locations in London and the South East. The company has ambitious growth plans and we will be recruiting 100 new permanent and contract staff over the next 12 months. We have therefore decided to establish a Preferred Supplier List (PSL). The aim is to build strong partnership relationships with recruitment suppliers and to work closely with a smaller number of providers.

In doing so, we wish to streamline our approach to recruitment to manage cost and risk more effectively whilst ensuring we attract the highest calibre of talent so we can meet the growth plans of the business.

Please submit the following information to enable us to consider fully your application:

<b>Executive summary</b>	<ul style="list-style-type: none"> <li>Summarise the main points of the tender proposal</li> </ul>
<b>Company information</b>	<ul style="list-style-type: none"> <li>Provide the company name, address and contact details of the main point of contact with regards to the tender response</li> <li>Please provide the company's annual turnover for the past 3 years, the total number of employees broken down into consultants, management and support staff.</li> <li>Provide a brief description of your business, its history and the markets served.</li> </ul>
<b>Candidate attraction methodologies</b>	<ul style="list-style-type: none"> <li>Please provide details of how you source and retain your candidates and the success rates from each of the sourcing channels.</li> <li>Please outline your methodology for ensuring your recruitment company attracts the highest calibre of candidates.</li> <li>Please explain how you source "hard to fill" or scarce skill sets.</li> <li>Provide details on how you ensure you attract a diverse range of candidates.</li> </ul>
<b>Screening and vetting procedures</b>	<ul style="list-style-type: none"> <li>Describe fully the elements of the screening process you adopt before sending a shortlisted CV to a client. Please include detail on any testing methods used.</li> <li>Explain how you ensure that the screening processes accurately assess the criteria relevant to each job you are shortlisting for.</li> <li>Describe the vetting and referencing procedures.</li> </ul>
<b>Account management</b>	<ul style="list-style-type: none"> <li>Please provide details of your proposed account management structure describing how ABC's business will be managed and serviced. Include detail of how you will monitor client and candidate satisfaction and the success of your placements.</li> </ul>
<b>Service delivery and SLA's</b>	<ul style="list-style-type: none"> <li>Please provide an example two-way Service Level Agreement (SLA) which you would propose to use during this contract.</li> <li>Provide evidence of a successful track record in delivering similar recruitment services</li> </ul>
<b>Management information and reporting</b>	<ul style="list-style-type: none"> <li>Detail the frequency and type of reports you can provide during the recruitment process. How are these reports presented?</li> </ul>



<p><b>Added value and innovation</b></p>	<ul style="list-style-type: none"> <li>• Please provide any additional information on innovative service offerings you can provide in relation to other suppliers</li> <li>• Please describe how you think you can add value through the PSL</li> <li>• Please provide examples of how you have successfully managed costs for your customers.</li> </ul>
<p><b>Compliance and governance</b></p>	<ul style="list-style-type: none"> <li>• Please provide an overview of your understanding of agencies regulations and the processes you have in place to ensure compliance.</li> </ul>
<p><b>Pricing</b></p>	<ul style="list-style-type: none"> <li>• Please provide your proposed fees for permanent, contract and temporary staff. *</li> <li>• Please provide your proposed rebate scheme for permanent, contract and temporary staff. *</li> </ul>

\* Please note, terms and conditions and contractual terms have already been agreed.

## Appendix C – Typical ITT Response Structure RECTC 5-8 Recruitment Bids and Tenders

The headings in the Typical Tender Response Structure will assist you to gain maximum marks.

	Section Heading	Notes to assist you
1	Tender Response title	Clear, succinct title
2	Table of contents	Section headings and appendices
3	Executive Summary	<ul style="list-style-type: none"> <li>• Provide a summary of the main points of the tender proposal. This should be persuasive stating the central proposition in the bid</li> <li>• Include the main reasons why the buyer should choose you</li> <li>• Demonstrate you have understood the buyer's requirements</li> <li>• Write last</li> </ul>
4	Company information	<ul style="list-style-type: none"> <li>• An explanation of what the bidding company does and the services it delivers</li> <li>• Financial history</li> </ul>
5	Candidate attraction methodologies	<ul style="list-style-type: none"> <li>• Pie chart/table with candidate sources</li> <li>• Detail of channels used</li> <li>• Include non-advertising channels</li> <li>• Innovative methods with examples</li> </ul>
6	Screening and vetting procedures	<ul style="list-style-type: none"> <li>• Precise detail of how candidates are screened at all stages, by whom, how</li> <li>• Types of interviews, screening, biographical, competency based, face to face or otherwise</li> <li>• Testing – what and why and by whom</li> <li>• Vetting and security procedures and at what stage of the recruitment process</li> <li>• Diversity and equality stats</li> </ul>

7	Account management	<ul style="list-style-type: none"> <li>• Experience of team delivering the service</li> <li>• Profiles and bios of named staff likely to be involved in the delivery along with relevant experience and qualifications</li> <li>• Roles and responsibilities of Account Team</li> <li>• Organisation chart of those involved in the account</li> <li>• Support – include finance, payroll, IT, explain involvement</li> <li>• Recruitment and induction procedures for new staff members</li> </ul>
8	Service Delivery and SLAs	<ul style="list-style-type: none"> <li>• Detailed description of ability to deliver assuming the buyer knows nothing of your company (or recruitment companies in general)</li> <li>• SLA to include 2-way measures such as speed of response, ratios, fill rates, drop-out rates, offers to acceptance, retention rates</li> </ul>
9	Management information and reporting	<ul style="list-style-type: none"> <li>• Provide examples of management information and dashboards to measure performance</li> </ul>
10	Added value and innovation	<ul style="list-style-type: none"> <li>• Include aspects of the solution which will bring something additional to the buyer beyond their existing solution</li> <li>• Highlight where new methods or skills can be brought into service delivery</li> <li>• Where savings can be delivered to the buyer in the long term. Examples of cost savings for previous clients (work it out and use number or % of spend etc.)</li> <li>• Consider what is perceived to be core and what is added value</li> </ul>
11	Compliance and governance	<ul style="list-style-type: none"> <li>• Evidence to support that the recruitment business is adhering to industry standards, local laws and regulation and best practice</li> </ul>
12	Pricing	<ul style="list-style-type: none"> <li>• Include transparent costs and fees</li> </ul>

**Appendix D – Assessment sheet (To be completed by the assessor/examiner)**  
**RECTC 5-8 - Recruitment Bids and Tenders**

Candidate's name: .....

	Area of Assessment	Mark	Weighting	Score (MxW)
1	Executive Summary	/100	0.10	
2	Company information	/100	0.05	
3	Candidate attraction methodologies	/100	0.15	
4	Screening and vetting procedures	/100	0.15	
5	Account management	/100	0.15	
6	Service delivery and SLAs	/100	0.15	
7	Management information and reporting	/100	0.05	
8	Added Value and innovation	/100	0.10	
9	Compliance and governance	/100	0.05	
10	Format, readability and presentation	/100	0.05	
	Total score (100%) & overall comments			

Name of Assessor/Examiner .....

Signature .....

Date .....