EDUCATION **PROCUREMENT** SERVICE **(EPS)**

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Multi Supplier Framework Agreement for The Provision of Executive Search Services to The HEI Sector

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What is a Framework Agreement?

Framework Agreements are a procurement tool for facilitating the purchasing of defined goods and services and from which considerable potential time and cost savings can be made. Framework Agreements are widely used across the Public Sector.

A framework is an agreement put in place with a supplier, or range of suppliers, that enables buyers to place orders with service providers without running a full tender exercise.

Frameworks are based on large volume purchasing. Aggregating different buyer's needs means individual buyers can buy goods and services at prices below those normally charged, or with special added benefits and/or more advantageous conditions.

Public bodies within the higher education sector often require executive search services, whether on an ongoing basis or for individual, one-off recruitments. This means that costly and time-consuming procurement exercises are regularly undertaken across some organisations, while others struggle to access suitable products quickly and easily.

This Multi-Supplier Framework reduces the time and cost associated with procurement by offering an agreement that has already been competitively tendered for.

Why Use This framework?

The Procurement of Executive Search Services can take significant time and money, both for the awarding authority and service provider.

Easy access to pre-selected, suppliers: The framework provides an easy access route to pre-selected suppliers that are best placed to deliver Executive Search Services.

Best Pricing: Because the public sector is speaking as one voice by going to market collectively, it enables Framework Clients to aggregate Executive Search requirements over a given period, thereby ensuring best pricing from suppliers.

Easy drawdown mechanism: Framework Clients can easily call off the services they require using the Cascade drawdown option or run their own Self-Serve Mini Competition.

How Were the Suppliers Evaluated?

The EPS carried out in-depth research into Public Sector Body requirements for Executive Search Services. Following a significant market soundings/business intelligence exercise, the EPS received invaluable information from both users and suppliers.

Methodology	• Method Statement • Campaign Management and Support • Process Map For Interactions With All Parties • Access to International Markets • Proposed Executive Search Team
Contract Management	Quality of the tenderers Contract Management Proposal
Environment & Sustainability	Quality of the tenderers Environment & Sustainability Proposal
Ultimate Cost	Cost For Each Stage of the Executive Search Process

What is the Duration of the Framework?

The Framework commenced on 28th October 2025 and will run for two (2) years with an option for two (2) twelve (12) month extensions.

- Valid From: 28th October 2025
- Expiry Date: 28th October 2029 (should all extensions be activated)

Who Can Use the Framework?

The Multi-Supplier Framework for the Provision of Executive Search Services to the HEI Sector can be availed of by any publicly funded University, Technological University, Institute of Technology or College of Education.

What Products and Services are Covered by this Framework?

The Multi-Supplier Executive Search Framework covers a total of 4 lots.

Lot Description

Lot 1	Executive Search Services for Senior Executive Positions

Lot 1 - Executive Search Services for Senior Executive positions.

The posts which Framework Clients will potentially recruit for include but are not limited to :

- Chief Executive Officer Roles
- Director Roles
- President Roles
- Senior Leadership and Strategic Management Roles
- Senior Specialist / Technical / Professional Roles
- Senior Accounting / Finance Roles
- Senior Legal Roles

Lot 2	Executive Search Services for Senior Executive positions in Academic specific roles

Lot 2 - Executive Search Services for Senior Executive positions in Academic specific roles.

The posts which Framework Clients will potentially recruit for include but are not limited to :

- Principal Lecturer
- Full Professor Post (various disciplines)
- Associate Professor
- Institute Director
- Research Director
- Dean of Faculty / College
- Head of School / Department
- Director of Research & Innovation
- Director of Teaching & Learning / Education

Lot 3	Executive Search Services for Senior Executive positions in Research specific roles

Lot 3 - Executive Search Services for Senior Executive positions in Research specific roles.

The posts which Framework Clients will potentially recruit for include but are not limited to :

- Vice President for Research
- Dean of Research
- Vice President for Research
- Assistant Vice President for Research
- Director of Research & Innovation
- Executive Director, Office of Research
- Chief Research Officer
- Chief Innovation Officer

Lot 4	Executive Search Services for Professional Services positions

Lot 4 - Executive Search Services for Professional Services positions.

The posts which Framework Clients will potentially recruit for include but are not limited to :

- Admissions Officer
- Careers & Employability Advisor
- Finance Manager
- HR Business Partner
- Legal & Compliance Officer
- IT Support Specialist
- Learning Technology Officer
- Cybersecurity Analyst
- Research Grants Officer
- Technology Transfer Manager
- Library & Information Services Officer
- Marketing & Communications Manager
- Public Engagement Coordinator
- Estates & Facilities Manager
- Sustainability Officer

Who Can Provide Services Under this Framework?

There are 7 suppliers admitted as members to this Framework.

To be appointed to the Framework, suppliers have demonstrated that they have the right expertise, capacity to provide the services identified in the associated lots.

The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

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Lot 1 - Executive Search Services for Senior Executive Positions		Lot 2 - Executive Search Services for Senior Executive positions in Academic specific roles	
Rank	Supplier	Rank	Supplier
1	Perret Laver	1	Perret Laver
2	Staffline Recruitment (ROI)	2	Gatenby Sanderson
3	Gatenby Sanderson		
4	Brightwater Executive		

Lot 3 - Executive Search Services for Senior Executive positions in Research specific roles		Lot 4 - Executive Search Services for Professional Services positions.	
Rank	Supplier	Rank	Supplier
1	Perret Laver	1	Staffline Recruitment (ROI)
2	Gatenby Sanderson	2	CPL Solutions
		3	Brightwater Executive
		4	Perret Laver
		5	Sigmar Recruitment
		6	Gatenby Sanderson
		7	Hays Specialist Recruitment

How do I drawdown from this Framework?

Identify the lot/category which hosts the services required, you can proceed to drawdown from the Framework. There are three drawdown mechanisms available to you.

Cascade Method
Cascade call-off method is defined as - the first ranked Framework Member will be contacted to conduct the required services. If the first Framework Member is unavailable to carry out the work within the set time limits or in the event of underperformance, the request to provide services will be automatically sent to the next Framework Member on the list, in descending order.

Mini Competition/ Self-Serve
Mini-competition - When the Mini Competition method is used to call off the service, each Framework Member appointed will receive a **Supplementary Request for Tender (SRFT)**. The Mini Competition will be managed through the e-Tenders platform, via **self-serve.** When the Services Contract, noted in Appendix 6 of the RFT, is complete between the framework client and the contractor, the contract is formed. Applicable for Lot 1: Category A and Lot 2: Category B. The SRFT shall set out: • the scope and term of the Contract to be awarded • the deadline (date and time) for the receipt of responses to the SRFT (each a "Response") taking into account the complexity of the Contract and the time needed to prepare an appropriate Response. Responses received after the deadline will not be considered • the types and levels of insurance required for the Contract • any additional conditions (if any) that will apply to the Contract in addition to the terms and conditions of the Services Agreement Further instructions on running a mini can be seen below.

How do I Use Cascade?

Step 1: Determine the Lot you intend to draw down from.

Step 2: Contact the first-ranked supplier within that Lot to request the required service. Their contact details are included in this document.

Step 3: If the first-ranked supplier is unable to fulfil the requirement, approach the second-ranked supplier, followed by subsequent suppliers as necessary.

How do I Use Self-Serve for Mini-Competitions?

The self-serve procurement process for frameworks in the Irish public sector is a significant development aimed at enhancing efficiency, transparency, and cost-effectiveness.

The self-serve model empowers framework clients to have a more active role in shaping their procurement process, aligning it with their unique requirements.

This approach streamlines the acquisition of goods and services, ensuring that government agencies and contracting authorities can access the necessary resources quickly while adhering to regulations and best practices.

Contracting Authorities can initiate the procurement process independently, through the original framework on the eTenders platform, reducing the need for extensive administrative support from the EPS. They will be provided with associated framework documentation templates once they sign the necessary confidentiality agreements, and will be able to define their requirements, set evaluation criteria, and manage the procurement timeline and process.

When To Use Self-Serve & How to Initiate the Process

Mini competitions, run through the Self-Serve platform on eTenders, are open competitions advertised to all awarded Suppliers on a particular lot. Mini Competitions are an effective way of putting a contract in place which requires extra technical detail or long-term recurring requirements.

Once you have established Mini Competition as the required drawdown method you initiate the Self-Serve process simply by following the steps outlined below:

Step 1. Consult with your local procurement to confirm Mini Competition as the ideal drawdown for your requirement.

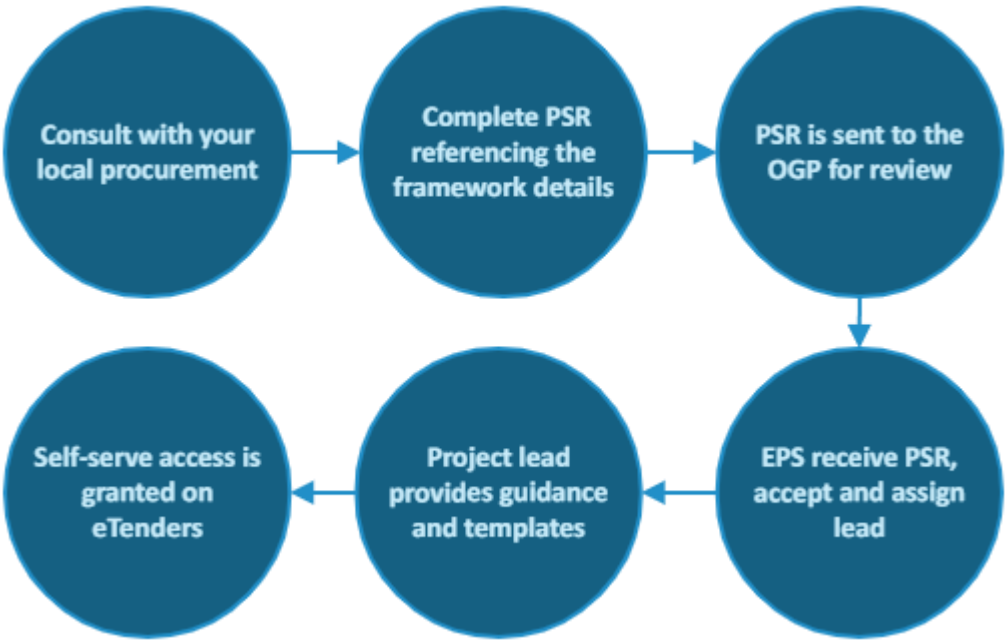
Step 2. Your procurement representative will then complete a PSR (Procurement Support Request) with you, referencing the relevant framework.

Step 3. The completed PSR is issued to the OGP (Office of Government Procurement) for review.

Step 4. This will then be forwarded to EPS who will accept the request and assign a project lead.

Step 5. Your project lead will guide you through the tender process and provide tender templates.

Step 6. Your project lead will provide access to the relevant framework on eTenders so that your tender can be uploaded and published.



Completing your Tender Documents

Should you wish to run a Self-Serve Competition, EPS will issue you a pack containing the following documents :

Self-Serve Guidance	SRFT Template	Appendix 1	Appendix 2	Appendix 6
This template will guide you through accessing self-serve on eTenders and creating a competition.	This template contains all required instructions to tenderers and conditions of the tender.	This template will assist in putting your award criteria and specification together. It will also include supplier guidance and scoring methodology.	This template will guide you on putting together an appropriate pricing schedule for your requirement.	This template contains the contract which will be completed between you and the winning tenderer following award.

An SRFT will be issued to all Framework Members in a Lot, and this will set out:

- the scope and term of the contract to be awarded,
- the deadline (date and time) for the receipt of the response to SRFT ("Response") taking into account the complexity of the contract and the time needed to prepare an appropriate submission. Responses received after the deadline will not be considered,
- the pricing requirements of the contract,
- the special conditions (if any) that apply to the Contract in addition to those published with the RFT.
- how the criteria will be weighted, Framework Clients can decide on their criteria and weightings based on the ranges below. The total award criteria should equal 1000 marks (i.e. 100%).
- The award criteria table included in the SRFT will also ask Contracting Authorities to state a 60% minimum score for each weighting, i.e. suppliers will need to achieve a minimum of 60% for each criterion.

Award Criteria	Description	Weighting (range)
Quality of Service Delivery	Quality of the Tenderer's Approach to Executive Search Services for Executive Positions.	20% - 40%
Technical Merit	Quality of the Tenderers approach to Accessing to International Networks	10% - 30 %
Ultimate Cost		0 % - 100%

Running a Self-Serve Competition

The Framework Client and the Contracting Authority shall not be responsible for any costs incurred by the Supplier in the preparation of a Response to an SRFT

Once your tender documents are complete, please refer to the "Self-Serve Guidance" file within your templates, to guide you on accessing the self-serve platform and publishing your competition.

The steps below outline the tendering process to follow for a Self-Serve Mini Competition.

Step 1: Issue Invitation to Tender

The tenderer must issue an SRFT on the appropriate lot. All Suppliers onboarded to this lot will then receive an automatic invite to tender. The SRFT must clearly outline how and when Suppliers must respond to the SRFT.

Step 2: Evaluate Responses

Following your submission deadline, you can go ahead and download your submissions and proceed to evaluation. This evaluation must be completed according to the published award criteria and scoring methodology within your SRFT. The evaluation report must include specific, impartial and objective comments to justify the scores given. These comments should be used to provide feedback to unsuccessful suppliers and a record kept for audit purposes.

Step 3: Award Tender

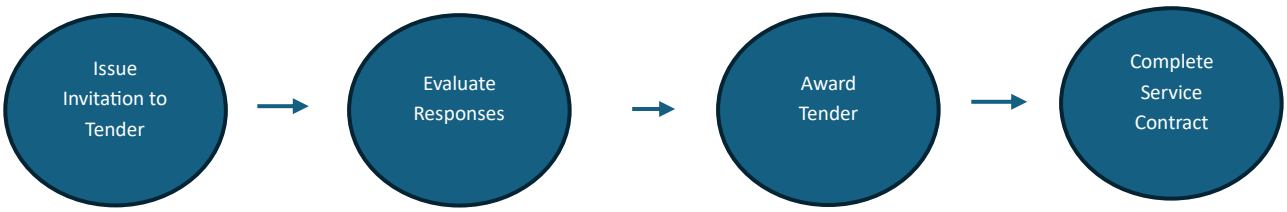
To award a contract you will need to draft letters to the successful and unsuccessful tenderers. The successful tenderer must receive their scoring breakdown along with any further information required as to the next steps. The unsuccessful tenderer must receive a scoring breakdown in relation to the scores of the winning tenderer. They must also receive clear comparative information on all areas in which they were scored below the winning tenderer.

Step 4: Complete Services Contract

Once the submitted tenderers have been notified, the Framework Client may then proceed to complete the published Appendix 6 Service Contract with the winning tenderer. When this is in place Framework Clients must ensure that the competition on the Self-Serve platform has been progressed and correctly awarded.

Step 5: Complete Audit File

It is essential that all information relating to the process contains the original framework reference number and name. Ensure your full audit trail is compiled and stored correctly and must include a tender summary/cover report.



Insurances

The successful Tenderer(s) have provided the following insurances for the term of this Framework Agreement and any Service Contract award pursuant to Cascade or Mini-Competition.

Type of Insurance	Indemnity Limit
Employer's Liability	€12.7 million limit for any one claim or series of claims arising out of a single occurrence (where required, if self-employed this is not necessary).
Public Liability	€6.5 million limit for any one claim or series of claims arising out of a single occurrence.
Professional Indemnity	€1 million limit in the aggregate per insurance year
Cyber Insurance	€5 million limit for any one claim or series of claims arising out of a single occurrence.

By signing the Tenderer's Statement at Appendix 3, Tenderers confirm that, if awarded a Services Contract arising from a Mini-Competition pursuant to the Framework Agreement, (i) they will, from the Effective Date of the Services Contract (as defined in the Services Contract), **obtain and hold the types and levels of insurance as specified in the relevant SRFT** (ii) the territorial limits and jurisdiction of its insurance policies include the Republic of Ireland and (iii) they are not aware of any exclusions, restrictions, conditions or 20 warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Framework Member(s) prior to the award of (and shall be a condition of) any Services Contract.

Information Note:

Framework Clients should satisfy themselves that the level of insurance is appropriate for their contract. In this regard the Framework Client should refer to guidance issued by the State Claims Agency / their current insurance broker. The State claims agency issue guidance relating to insurance levels on their website – www.stateclaims.ie

The EPS cannot provide any guidance relating to insurance levels

Supplier Contact Details

Supplier	E-mail	Website	Tel
Brightwater Executive	info@brightwaterexecutive.com	www.brightwaterexecutive.com	+353 1264 9780
Cpl Solutions Ltd	info@cpl.ie	www.cpl.com	+353 1614 6000
Gatenby Sanderson	tenders@gatenbysanderson.com	www.gatenbysanderson.com	+44 113 205 6071
Hays Specialist Recruitment	rory.oriordan@hays.com	www.hays.ie	+353 1571 0010
Perret Laver	dublin@perrettlaver.com	www.perrettlaver.com	+353 1905 3537
Sigmar Recruitment	hello@sigmar.ie	www.sigmarrecruitment.com	+353 1474 4679
Staffline Recruitment (ROI)	info@stafflinerecruit.com	www.stafflinerecruit.com	+353 1890 0190

Contact Us

For further information about Multi Supplier Framework, to get up on the self-serve, please contact: info@educationprocurementservice.ie.

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