

Prequalification Program

for

Search Services

FILE REFERENCE:

U15/1037

Application Particulars

University of Technology (UTS)

Note: There are 14 pages in this document. Please make sure you have read them all before submitting your response. You may need to print the document and read it offline.

TABLE OF CONTENTS

[1. DEFINITIONS 3](#_Toc340044473)

[2. overview of the program 3](#_Toc340044474)

[3. APPLICATION FOR ADMISSION TO THE PROGRAM 3](#_Toc340044475)

[4. ADMISSION PROCESS 4](#_Toc340044476)

[5. EVALUATION CRITERIA 4](#_Toc340044477)

[6. INTERVIEW WITH ASSESSMENT COMMITTEE 4](#_Toc340044478)

[7. NOTIFICATION OF ASSESSMENT OUTCOME 4](#_Toc340044479)

[8. REQUEST FOR REVIEW OF THE ASSESSMENT OUTCOME 4](#_Toc340044480)

[9. CHANGES TO PREQUALIFIED PROVIDER DETAILS 5](#_Toc340044481)

**10. MANAGING PREQUALIFIED PROVIDER PERFORMANCE. ……………………………………………………………………………………………..5**

[11. REMOVAL FROM THE PANEL/DISQUALIFICTION 5](#_Toc340044482)

[12. PUBLICITY 5](#_Toc340044483)

**13. CONFIDENTIALITY ……………………………………………………………………………………………………………………………………………………5**

[14. DISCLAIMER 5](#_Toc340044484)

[15. PREQUALIFICTION NO GUARANTEE OF TRANSACTION 6](#_Toc340044485)

[16. REVIEW AND DEVELOPMENT OF THE PROGRAM 6](#_Toc340044486)

[Schedule 1: Application Form 7](#_Toc340044489)

[Schedule 2 – UTS Master Agreement 14](#_Toc340044490)

DEFINITIONS

**Executive Search Services** means the provision of search, recruitment and appointment services in accordance with the services as listed in the Master Agreement (see Schedule 2).

**Applicant** means an Executive Search Provider who has submitted an application to be considered as a prequalified provider under the program.

**Application** means a written application by the applicant in the form prescribed in Schedule 1.

**Assessment Committee** means the UTS representatives who are responsible for reviewing applications and determining suitable applicants for membership on the UTS prequalified provider panel.

**Prequalified Provider** means an executive search provider whose application has been formally approved by the Assessment Committee. Such an applicant will be included in the UTS prequalified provider panel.

**Unsuccessful Provider** means an executive search provider whose application has been reviewed by the Assessment Committee but does not comply with UTS requirements or has otherwise been deemed unsuitable. Such **will not** be included in the UTS prequalified provider panel.

**Disqualified Provider** means an executive search provider who has previously been approved for inclusion on the UTS prequalified provider panel, but who during the course of their agreement has been removed from the panel by UTS for reasons not limited to those listed in Section 12.

**Program** means this prequalification program administered by UTS that is used to evaluate and select suitable applicants for inclusion in UTS’s prequalified provider panel for the provision of executive search services.

**UTS Prequalified Provider Panel** means the list of prequalified executive search providers who have been approved for use at UTS via the program. UTS will commence use of the panel from December 2015.

OVERVIEW OF THE PROGRAM

The Executive Search Prequalification Scheme consists of three prequalified panels;

* A Senior Leader prequalification panel for the recruitment of executive academic and professional staff.
* A Professoriate panel for the recruitment of academic professorial roles, and
* An Academic panel for the recruitment of academic researchers, senior lecturers and lecturers.

APPLICATION FOR ADMISSION TO THE PROGRAM

Applications must be complete and in the form prescribed in Schedule 1.

Applications must be delivered in accordance with the delivery instructions described in Schedule 1.

All applicants must ensure that they comply with the following mandatory requirements before submitting an application:

* + 1. Acceptance of the clauses in the ‘UTS Master Agreement – Executive Search Services (see Sch 2)
		2. Demonstrated financial stability
		3. Previous experience undertaking executive search services for the tertiary education sector

Only those applications which meet the requirements to the Assessment Committee’s satisfaction will be considered by the Assessment Committee.

ADMISSION PROCESS

The Assessment Committee will determine membership of the panel to be formed under the program.

The panel will be comprised of prequalified search providers who have been approved following an assessment of their application submitted in the form prescribed in Schedule 1 and in accordance with all instructions.

Applications may be made at any time during the life of the program and will be assessed periodically at the discretion of the Assessment Committee.

Unsuccessful executive search providers may submit a revised application after a period of 6 months has passed from being notified they were unsuccessful. Prior to the expiration of such period any applications received from unsuccessful executive search providers will be discarded without review.

In certain circumstances search providers who have been disqualified and removed from a panel may at the discretion of UTS be permitted to submit a new application after a period of 12 months has passed from being notified of their disqualification. Such permission will be granted by the Assessment Committee on a case by case basis according to the severity of the reasons for disqualification.

EVALUATION CRITERIA

Applications will be assessed according to the following evaluation criteria:

* + 1. Satisfaction of all requirements listed in Clause 2 of this document
		2. Demonstrated expertise in the work types and specialties applied for
		3. Competitive commercial terms/value for money
		4. References from current or past clients within the last 3 years (specific to the panel applied for)
		5. Evidence of registration with other NSW government procurement panels **or**

 Membership to RCSA or other industry-specific recruitment bodies **or**

 experience in the tertiary education sector

* + 1. Any other criteria deemed relevant by the Assessment Committee.

INTERVIEW WITH ASSESSMENT COMMITTEE

Where further clarification is required, an applicant may be invited to attend an interview with the Assessment Committee.

NOTIFICATION OF ASSESSMENT OUTCOME

The Assessment Committee may accept an application (with or without limitation) or reject the Application.

UTS will notify all applicants of the outcome of their application in writing.

REQUEST FOR REVIEW OF THE ASSESSMENT OUTCOME

Should an applicant believe that there are substantive grounds for UTS to reconsider their decision not to admit the applicant to the program, the applicant may request a review of the decision in writing, providing full details of the reasons for the request, to:

 Strategic Procurement Department

 University of Technology Sydney

 Bldg 10, Level 6, 235 Jones Street, Ultimo NSW 2007

UTS will inform the applicant in writing of the outcome of the review.

CHANGES TO PREQUALIFIED PROVIDER DETAILS

Prequalified search providers must immediately inform UTS of any significant change in their financial capacity, capability, ownership status, contact details or address by writing with full details to the Strategic Procurement Department (see address in 7.1).

Failure to comply with this requirement may result in immediate disqualification.

MANAGING PREQUALIFIED PROVIDER PERFORMANCE

UTS will manage prequalified provider performance through reviews of key performance indicators and feedback.

Where no transactions have transpired during the period under review, there will be no performance review undertaken.

REMOVAL FROM THE PANEL/DISQUALIFICTION

Aside from a provider’s performance, UTS may disqualify and remove a prequalified provider from the panel entirely for any of the following reasons:

* + 1. breach of the UTS Master Provider Agreement
		2. breach of any of any terms and conditions or other mandatory requirements of this program
		3. adverse change in business status
		4. substantiated reports of unsatisfactory performance
		5. conviction for breach of its obligations under NSW occupational health and safety legislation or environmental protection.

Before a prequalified provider is disqualified from the panel under clause 11.1 UTS will advise the provider in writing of the matters prompting the proposed action and will give the prequalified provider the opportunity to provide reasons as to why the removal from the panel should not occur.

Where a prequalified provider considers that there are substantive grounds for UTS to reconsider its decision under this Clause 11, it may request a review of the decision in writing, providing full details of the reasons for the request for review to the Strategic Procurement department (see address in 8.1).

PUBLICITY

Prequalified executive search providers must not advertise, promote or publicise in any form their admission to the program without written consent from UTS.

# CONFIDENTIALITY

* 1. All information provided in response to this program is considered commercial-in-confidence material unless otherwise required by law. As such, it will be held, considered, and disposed of in confidence.
	2. Information submitted with an application may be subject to investigation, reference checking, searches, interviews, enquiries, and confirmation. In submitting an application, applicants are deemed to have authorised any such action.

DISCLAIMER

UTS reserves the right, at its absolute discretion to:

* + 1. accept an application with or without conditions;
		2. reject an application;
		3. suspend a prequalified provider’s admission to the program; and
		4. remove a prequalified provider from the program.

PREQUALIFICTION NO GUARANTEE OF TRANSACTION

The receipt of prequalification by a prequalified provider does not guarantee:

* + 1. continuity of prequalification for the duration of the program
		2. work of any kind or quantity.

It is at the discretion of UTS which prequalified provider/s from the panel they will engage for each of their executive search requirements.

REVIEW AND DEVELOPMENT OF THE PROGRAM

The program will be monitored by UTS to assess whether the objectives and intent of the program are being met. Modifications may be made at UTS’s discretion during the life of the program.

Schedule 1: Application Form

**INSTRUCTIONS:**

1. Only those applicants who satisfy all requirements listed in section 3.1 of the program conditions may apply.
2. Applicants must include copies of all requested documents with reference made to the corresponding section number in the application form.
3. Applications should be submitted via email to: recruitment@uts.edu.au
4. **ORGANISATION DETAILS**

Enter your details in the following table:

|  |  |
| --- | --- |
| If a Company, the Company Name | Click here to enter text. |
| If a Partnership, the Partnership Name | Click here to enter text. |
| If an Individual, the Individual’s Full Name | Click here to enter text. |
| Trading Name | Click here to enter text. |
| Australian Business Number (ABN) | Click here to enter text. |
| Australian Company Number (ACN) | Click here to enter text. |
| Registered Office Address(if a company) | Click here to enter text. |
| Site Address (principal place of business) | Click here to enter text. |
| Postal Address (principal place of business) | Click here to enter text. |
| Alternative Address (if any) | Click here to enter text. |
| Representative Name | Click here to enter text. |
| Representative Telephone Number | Click here to enter text. |
| Representative Email Address | Click here to enter text. |
| Chief Executive Officer’s Name (CEO) | Click here to enter text. |
| Main Switchboard Telephone Number: | Click here to enter text. |
| Company Email Address | Click here to enter text. |
| Website Address: | Click here to enter text. |

1. **CATEGORY OF APPLICATION**

Indicate from the list below the categories of executive search services that you provide.

***Executive Search Services Panels:***

|  |
| --- |
| Senior Leaders |[ ]
| Professoriate |[ ]
| Academic |[ ]

1. **CRITERIA**

Applicants are requested to address the criteria below which is set out in three sections,

1. Search provider experience and capability
2. Fees
3. Search provider process

If required, please provide a separate answers for each panel applied for. Please identify which panel (Senior Leaders, Professoriate, Academic) the answer refers to.

1. Search provider experience and capability

|  |
| --- |
| Question 1. A |
| What is your company’s experience in Higher Education executive search both domestically and internationally?Provide an overview of relevant appointments placed in Australia over the last five years, including assignments that required both domestic and international search work. Specify salary rates and identify which assignments resulted in the appointment of a non-domestic candidate. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 1. B |
| Detail the knowledge and experience of your consultants and research teams.What is your program for providing continuing professional development for your consultants? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 1. C |
| What processes do you have in place to identify new sourcing channels to ensure the relevancy and currency of your market information?List any joint venture partners and specify your global sourcing capability. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 1. D |
| What strategies do you use during candidate sourcing to ensure a diversity of candidates e.g. gender and ethnicity. Please provide a breakdown of candidate gender and ethnicity over the last 3 years, e.g. longlists, shortlists and placements. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 1. E |
| Outline your strategy to represent UTS as a brand ambassador and demonstrate UTS’s values, vision and strategy in the market place. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 1. F |
| Please list relevant memberships of industry bodies/associations. |

|  |
| --- |
| Answer |
| Click here to enter text. |

1. Fees

Provide information on your proposed fees. Please specify costs based on domestic and international searches.

Academic Panel

|  |  |  |  |
| --- | --- | --- | --- |
| **Package** **(TEC\*)** | **Academic****(UTS use only)** | Typical roles | Standard fee\*\* |
| 80 – 130K | A, B | Academic Researchers, Lecturers | 15 – 30K |
| 130 – 190K | B, C, D | Lecturers, Senior Lecturers, Associate Professors | 20 – 50K |

Professoriate Panel

|  |  |  |  |
| --- | --- | --- | --- |
| **Package****(TEC\*)** | **Academic****(UTS use only)** | Typical roles | Standard fee\*\* |
| 180 – 230K | D, E | Associate Professors, Professors | 35 – 60K |
| 230 – 280K | E | Professors | 40 – 70K |

Senior Staff Group Panel

|  |  |  |  |
| --- | --- | --- | --- |
| **Package****(TEC\* or TRP\*\*\*)** | **Academic****(UTS use only)** | Typical roles | Standard fee\*\* |
| 130 – 190K |  | Faculty Managers | 20 – 50K |
| 180 – 230K | D, E | Heads of School, Deputy Directors | 35 – 60K |
| 230 – 280K | E | Associate Deans, Directors, Heads of Discipline Group | 40 – 70K |
| 280 – 320K | E | Associate Deans, Directors | 45 – 80K |
| 310 – 370K | limited E | Deputy DVCs, PVCs | 50 – 85K |

\* Total Employment Cost includes base salary + 17% superannuation.

\*\* Does not apply in the case of volume recruitment.

\*\*\* Total Remuneration Package includes base salary, 17% superannuation and any variable/bonus payment

|  |
| --- |
| Question 2. A |
| Indicate your agreement to the fee structure above taking into consideration;* The fee scale is applicable for a single assignment only.
* Specific quotations will be requested prior to each assignment.
* The top end of the fee scale makes allowance for the additional costs of international searches.
* UTS reserves the right to seek multiple quotes for assignments and/or negotiate fees at any time.
* The fee structure will be reviewed based on market changes every 2 years.

Please specify any circumstances in which you would argue the above fee structure would not be applicable. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 2. B |
| Provide a breakdown of all services covered the fees e.g. project management, arranging candidate travel, hosting offsite interviews, organising candidate meetings with UTS.Provide details, including costs of any services and/or disbursements that fall outside the abovementioned fees. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 2. C |
| What is your secondary placement fee structure? Please specify the applicable timeframes. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 2. D |
| If different to the Master Agreement attached as Schedule 2, please specify your cancelation policy, guarantee and replacement policy and credit terms. |

|  |
| --- |
| Answer |
| Click here to enter text. |

1. Search provider process

|  |
| --- |
| Question 3. A |
| How do you source and identify potential candidates? Please provide examples of both domestic and international searches.If different for different panels, please specify. |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. B |
| How is your research and sourcing undertaken?Do you use external contractors or outsourced providers to undertake any part of the search process?If so, how do you ensure quality standards? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. C |
| If different to the Master Agreement attached as Schedule 2, what is your standard pre-employment screening?Who do you use for your credit, criminal and ASIC (if required) checks and how do you charge? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. D |
| What is your client engagement and communication strategy during an assignment? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. E |
| What is your off limits policy? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. F |
| What is your approach to the management of candidates, including those who do not progress to the final stage of assessment?What other candidate care is provided if any?How do you measure the candidate experience and/or receive candidate feedback? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. G |
| How do you store files and dispose of candidate information during and post and assignment? |

|  |
| --- |
| Answer |
| Click here to enter text. |

|  |
| --- |
| Question 3. H |
| How do you measure client satisfaction and incorporate feedback? |

|  |
| --- |
| Answer |
| Click here to enter text. |

1. **ACCEPTANCE OF UTS TERMS AND CONDITIONS**

Please advise your acceptance of the clauses in the ‘UTS Master Agreement – Executive Search Services (Schedule 2). Executive search providers must describe and give reasons for any proposed exceptions and state any effect on their application (including commercial terms) if the proposed exception is rejected by UTS.

Click here to enter text.

1. **REFERENCES**

For executive search providers who have not provided services to UTS during the previous 12 months, please provide two (2) references relevant to each panel you wish to apply for. Use the example table below in your response.

|  |  |
| --- | --- |
| Panel: | Click here to enter text. |
| Company Name: | Click here to enter text. |
| Referee Name | Click here to enter text. |
| Referee’s Title: | Click here to enter text. |
| Referee’s Contact Number:  | Click here to enter text. |
| Number of years providing this service: | Click here to enter text. |

|  |  |
| --- | --- |
| Panel: | Click here to enter text. |
| Company Name: | Click here to enter text. |
| Referee Name | Click here to enter text. |
| Referee’s Title: | Click here to enter text. |
| Referee’s Contact Number:  | Click here to enter text. |
| Number of years providing this service: | Click here to enter text. |

1. **COPIES OF REGISTRATION/MEMBERSHIP**

Attach a copy of your RCSA Membership and any other industry-specific recruitment bodies.

1. **COPIES OF INSURANCES**

Attach copies of insurances held including Professional Indemnity, Public Liability & Workers Comp.

1. **NO COLLUSION OR CONFLICTS OF INTEREST**

In lodging a response to this program, are you aware of any real or perceived conflicts of interest (including any existing relationships, or collusive behaviour with other S) that require your disclosure?

Yes [ ]  No [ ]

Anyone failing to declare, or knowingly making a false declaration in their response is liable to criminal [prosecution](http://www.lawhandbook.org.au/handbook/go01.php#id4591690)for [perjury](http://www.lawhandbook.org.au/handbook/go01.php#id4591141). If UTS becomes aware of an improper conflict of interest by a successful respondent after an Agreement has been executed, then UTS reserves the right to terminate the Agreement and any other contract that has been made under it, and may seek further recourse as appropriate.

Schedule 2 – UTS Master Agreement

Refer attached document titled “UTS Master Agreement”.