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Contract

Candidate Assessment, Screening and Interviewing

National Audit Office

F03: Contract award notice

Notice identifier: 2023/S 000-007210

Procurement identifier (OCID): ocds-h6vhtk-03b239

Published 13 March 2023, 12:05pm

Section I: Contracting authority

I.1) Name and addresses

National Audit Office

157-197 Buckingham Palace Road

Victoria

SW1W 9SP

Contact

NAO Procurement

Email

nao.procurement@nao.org.uk

Telephone

+44 2077987000

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

<https://www.nao.org.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Candidate Assessment, Screening and Interviewing

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

Competitive tender to put in place a contract with suppliers to support us with assessing and hiring a diverse pool of graduates and apprentices. This contract is divided into two Lots: Lot 1 - Candidate Screening and Interviewing Lot 2 - Hosting Virtual Assessment Centre

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £266,000

II.2) Description

II.2.1) Title

Candidate Screening and Interviewing

Lot No

1

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

LONDON

II.2.4) Description of the procurement

•Mark first stage application competency questions including ratings by competency, brief comments against competency, and overall pass/fail outcome. •Conduct first stage telephone interviews in line with the NAO's script and sifting guidelines to provide a shortlist of candidates including ratings by competency, brief comments, and overall pass/fail outcome. Telephone interviews include a blend of competency and scenario questions plus communication which is indirectly assessed aligned to NAO competencies. The NAO also require the supplier to conduct video interviews for candidates that require this under reasonable adjustments. •Manage the telephone interview booking process for candidates including rescheduling where required. •Exporting data in order to provide the NAO with reports on where candidates are failing at certain stages and on specific competencies.

II.2.5) Award criteria

Quality criterion - Name: Criterion 1 / Weighting: 60

Cost criterion - Name: Criterion 1 / Weighting: 40

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Hosting Virtual Assessment Centres

Lot No

2

II.2.2) Additional CPV code(s)

- 79635000 - Assessment centre services for recruitment

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

LONDON

II.2.4) Description of the procurement

- Set up, implement, and host an NAO branded virtual assessment centre based on assessment material provided by the NAO.
- Ensure accommodation of candidates who require reasonable adjustments including compliance with WCAG 2.1 level AA accessibility standards.
- Provide dedicated Account Management and ongoing technical support to both candidates and assessors.
- Centralised Administrator access for HR to enable them to schedule and manage assessment centres efficiently.
- User-friendly

interface where candidates and assessors can access all exercises and instructions within their dedicated login. •Instant analytics so when assessors score exercises, candidate feedback is automatically generated directly to the platform which the HR facilitator can monitor and review in real-time. •Admin dashboard that provides assessment centre overview and HR can view several different matrices such as assessor averages. •Provide full user guides to both Candidates and Assessors. •Enable data extraction to save assessment data on NAO's system. •Provide the facility for note taking within the solution. •Incorporate periodic changes to assessment materials. Please note changes are not anticipated to be required on a regular basis but likely to occur once in the lifetime of the contract.

II.2.5) Award criteria

Quality criterion - Name: Criterion 1 / Weighting: 60

Cost criterion - Name: Criterion 1 / Weighting: 40

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 006-000023](#)

Section V. Award of contract

Lot No

1

Title

Candidate Screening and Assessment

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

15 December 2022

V.2.2) Information about tenders

Number of tenders received: 9

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Graduate Recruitment Bureau

4 Clifton Mews, Clifton Hill

Brighton

BN1 3HR

Country

United Kingdom

NUTS code

- UKJ21 - Brighton and Hove

National registration number

03640983

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £161,000

Total value of the contract/lot: £161,000

Section V. Award of contract

Lot No

2

Title

Hosting Virtual Assessment Centres

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

12 March 2022

V.2.2) Information about tenders

Number of tenders received: 9

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

TopScore Technologies Limited

Office 7, 35-37 Ludgate Hill

London

EC4M 7JN

Country

United Kingdom

NUTS code

- UKI - London

National registration number

11220340

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £105,000

Total value of the contract/lot: £105,000

Section VI. Complementary information

VI.3) Additional information

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=767224069>

GO Reference: GO-2023313-PRO-22308865

VI.4) Procedures for review

VI.4.1) Review body

National Audit Office

London

Country

United Kingdom