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Tender

## **Recruitment Applicant Tracking System (ATS)**

Portsmouth City Council

F02: Contract notice

Notice identifier: 2024/S 000-007728

Procurement identifier (OCID): ocds-h6vhtk-044760

Published 11 March 2024, 4:03pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

#### **Contact**

Procurement Service

#### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

#### **Telephone**

+44 2392688235

**Country**

United Kingdom

**Region code**

UKJ31 - Portsmouth

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.portsmouth.gov.uk/>

Buyer's address

<https://www.portsmouth.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Recruitment Applicant Tracking System (ATS)

Reference number

P00004941

#### **II.1.2) Main CPV code**

- 48000000 - Software package and information systems

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide a Recruitment Application Tracking System.

The vacancy management and recruitment process for Hiring Managers should be intuitive and straight forward, whilst ensuring that robust and compliant processes are followed. The system should facilitate and support end-to-end recruitment processes, from requesting a vacancy be recruited to, reviewing and shortlisting applications, setting up and feeding back on assessments, through to monitoring the onboarding progress of successful candidates. The candidate journey, from application to onboarding, should be attractive, agile, efficient and intuitive in response to current labour market. Candidates should be able to easily provide all relevant application and compliance information using recruiter pre-defined application forms, tailored to specific roles.

#### **II.1.5) Estimated total value**

Value excluding VAT: £215,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 48100000 - Industry specific software package
- 48450000 - Time accounting or human resources software package

### **II.2.3) Place of performance**

NUTS codes

- UKJ31 - Portsmouth

### **II.2.4) Description of the procurement**

Portsmouth City Council (PCC) are a large unitary authority with an employee headcount of approximately 4500 people, excluding schools. This is made up of around 600 managers who will require more regular access and use of the recruitment system and up to a further 3900 potential other users who may be required to support the recruitment process, such as interview panel members or for administrative purposes. A significant number of employees will not require access to the system.

The ability to deliver key services to support our communities depends upon our ability to acquire and retain the right people at the right time. We are committed to continue to build our reputation for excellence and innovation and to recruit employees with the right skills, attitudes, values and behaviours we need now and for the future. The recruitment system will be key in helping PCC to achieve this aim.

The estimated value of the contract is £50,000 per annum with up to £15,000 implementation costs

The initial contract term will be for 3 years with possibility of extending the term on a rolling basis in increments to be agreed, subject to the agreement and performance of both parties.

It is anticipated that the contract will be awarded in Spring/Summer 2024 with go-live date as soon as practicable thereafter.

The procurement timetable is set out below.

Procurement documents available on In-tend - 11th March 2024

Deadline for requests for clarification - 25th March 2024

Tender return deadline - 10th April 2024

Evaluation of tenders completed - 30th April 2024

Invitation to demo (if required) - 30th April 2024

Demo period - W/c 6th & 13th May

Award decision notified to tenderers - 24th May 2024

Standstill period - 25th - 3rd June 2024

Contract award - 4th June 2024

Mobilisation - June - August 2024

System go-live - 23rd August 2024

The Council will administrate the procurement process using its e-sourcing system In-tend.

The In-tend system can be accessed free of charge via the following web link:

<https://intendhost.co.uk/portsmouthcc.aspx/home>

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £215,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

#### Description of renewals

The initial contract term will be for 3 years with possibility of extending the term on a rolling basis in increments to be agreed, subject to the agreement and performance of both parties.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

#### Description of options

The initial contract term will be for 3 years with possibility of extending the term on a rolling basis in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of this contract is based on a 48 month period, the value will increase if further extension options are taken up at a cost of approximately £50,000 per annum.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **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: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

10 April 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

10 April 2024

Local time

12:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: February 2027 if extension options are not taken up.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>