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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

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

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/asp/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.

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

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

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/>