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Tender

## **Northern Ireland Assembly Commission - Provision of Tests and Assessment Exercises for Recruitment Competitions**

Northern Ireland Assembly Commission

F02: Contract notice

Notice identifier: 2023/S 000-012910

Procurement identifier (OCID): ocds-h6vhtk-03c699

Published 5 May 2023, 11:09am

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

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

Northern Ireland Assembly Commission

Parliament Buildings

Belfast

BT4 3XX

#### **Contact**

Procurement Office

#### **Email**

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

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

**I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Other type

Devolved Legislature

**I.5) Main activity**

Other activity

Legislature

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## **Section II: Object**

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

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

Northern Ireland Assembly Commission - Provision of Tests and Assessment Exercises for Recruitment Competitions

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

- 79600000 - Recruitment services

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

Services

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

The NI Assembly Commission wishes to appoint a Contractor to conduct assessments and tests supporting the recruitment and selection of permanent staff. This may include but not be limited to, verbal reasoning, numerical reasoning and situational judgement tests and assessments, which include written or oral exercises, in-tray exercises and presentations. Bespoke tests and assessments are not required to be designed or offered and the NI Assembly is content to use Contractor's existing assessments and tests which must be relevant to the post being recruited for and map to the Essential Criteria and/or Assembly Skills and Behaviours for the role. The assessments and tests must be equality assessed to ensure they do not have any adverse impact on equality grounds including community background, gender, age or disability one group over another. The Contractor will also be required to offer professional advice and expertise in relation to the suitability of tests for recruitment competitions.

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

Value excluding VAT: £140,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79630000 - Personnel services except placement and supply services

- 79635000 - Assessment centre services for recruitment

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

NUTS codes

- UKN06 - Belfast

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

The NI Assembly Commission wishes to appoint a Contractor to conduct assessments and tests supporting the recruitment and selection of permanent staff. This may include but not be limited to, verbal reasoning, numerical reasoning and situational judgement tests and assessments, which include written or oral exercises, in-tray exercises and presentations. Bespoke tests and assessments are not required to be designed or offered and the NI Assembly is content to use Contractor's existing assessments and tests which must be relevant to the post being recruited for and map to the Essential Criteria and/or Assembly Skills and Behaviours for the role. The assessments and tests must be equality assessed to ensure they do not have any adverse impact on equality grounds including community background, gender, age or disability one group over another. The Contractor will also be required to offer professional advice and expertise in relation to the suitability of tests for recruitment competitions.

### **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: £140,000

### **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 contract is anticipated to be renewed on expiry of the final contract period and prior to July 2028.

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

Variants will be accepted: No

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

Options: Yes

Description of options

After the initial 3 year contract period, there are two options to extend for up to and including a further 12 months each.

### **II.2.13) Information about European Union Funds**

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

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

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

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

List and brief description of selection criteria

Previous Relevant Experience

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

The Contractor's performance will be monitored periodically by the Human Resources Recruitment Team's Contract Manager and measured at the end of each recruitment competition against the agreed Key Performance Indicators as detailed in the Schedule 5 Specification.

## **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

5 June 2023

Local time

3:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 3 September 2023

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

Date

5 June 2023

Local time

3:30pm

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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: 3 months prior to the expiry of this contract, anticipated to be April 2028.

### **VI.3) Additional information**

If the Contractor fails to reach satisfactory levels of performance they will be requested to provide and implement an Improvement plan and be given a specified time in which to improve. The time will be dependent on the associated risks and the Assembly Commission's business needs at that time. If after the specified timeframe for improvement, the performance still fails to meet satisfactory performance levels, the matter will be escalated to the Senior Management Team at the Assembly Commission for action as required.

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

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

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead, any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR2015 as amended.

As above

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Northern Ireland Assembly Commission will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.

