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Tender

GEN_21_20 Candidate Assessment, Screening and Interviewing

National Audit Office

F02: Contract notice

Notice identifier: 2022/S 000-017204

Procurement identifier (OCID): ocds-h6vhtk-0349d9

Published 23 June 2022, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

National Audit Office

157-197, Buckingham Palace Road

Victoria

SW1W 9SP

Email

nao.procurement@nao.org.uk

Telephone

+44 2077987372

Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Victoria:-Recruitment-services./USC33W7H45>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-Victoria:-Recruitment-services./USC33W7H45>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Watchdog

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

GEN_21_20 Candidate Assessment, Screening and Interviewing

Reference number

GEN_21_20

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

The NAO is looking 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

We are looking to appoint 1 supplier to each lot.

II.1.5) Estimated total value

Value excluding VAT: £180,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The NAO are looking to appoint 1 supplier to each lot. Suppliers may submit tenders for any number of the Lots.

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

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

II.2.4) Description of the procurement

The NAO is looking to appoint a supplier who can:

- Mark first stage application competency questions including ratings by competency, brief comments against competency, and overall pass/fail outcome. Applications include 4 x competency questions plus communication which is indirectly assessed aligned to NAO competencies. The NAO require the supplier to commit to a 2-3 day SLA for competency questions to be reviewed and scored onto the Applicant Tracking System (ATS).
- 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 require the supplier to commit to a 2-3 day SLA for telephone interviews to be reviewed and scored onto the Applicant Tracking System (ATS). 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: Quality Questionnaire / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £110,400

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 1

II.2.10) Information about variants

Variants will be accepted: No

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.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/USC33W7H45>

II.2) Description

II.2.1) Title

Hosting of 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

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

II.2.4) Description of the procurement

The NAO requires a supplier who can:

- 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: Quality Questionnaire / Weighting: 50

Quality criterion - Name: Demonstration / Weighting: 10

Cost criterion - Name: Price / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £68,400

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 1

II.2.10) Information about variants

Variants will be accepted: No

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 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

Competitive procedure with negotiation

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

Date

25 July 2022

Local time

12:00pm

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

Duration in months: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Victoria:-Recruitment-services./USC33W7H45>

To respond to this opportunity, please click here:

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GO Reference: GO-2022623-PRO-20482878

VI.4) Procedures for review

VI.4.1) Review body

National Audit Office

157-197 Buckingham Palace Road

Victoria

SW1W 9SP

Telephone

+44 2077987372

Country

United Kingdom

