

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/017204-2022>

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](mailto: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 competencies 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-sourcing.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:

<https://www.delta-esourcing.com/respond/USC33W7H45>

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