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Tender

Applicant Tracking Software Solution

Met Office

F02: Contract notice

Notice identifier: 2023/S 000-020350

Procurement identifier (OCID): ocds-h6vhtk-03ce87

Published 14 July 2023, 3:17pm

Section I: Contracting authority

I.1) Name and addresses

Met Office

Fitzroy Road

Exeter

EX1 3PB

Contact

Mr David Golledge

Email

david.golledge@metoffice.gov.uk

Country

United Kingdom

Region code

UKK - South West (England)

Internet address(es)

Main address

<http://www.metoffice.gov.uk>

Buyer's address

<http://www.metoffice.gov.uk>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://procontract.due-north.com/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/login>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Applicant Tracking Software Solution

Reference number

DN671386

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Met Office is seeking to procure an Applicant Tracking System (ATS) with provision for job board credits. The ATS must be cloud-based, and capable of providing automated recruitment and applicant management solutions.

The solution must be user-friendly, and easily accessible by recruitment teams and hiring managers for our permanent recruitment, from advertising vacancies, offer management and pre-employment checks.

The ATS should manage interview scheduling, including automatically sending Microsoft Teams invites and must come with the capability for purchasing job board credits, which can be used to advertise job vacancies on various online job boards.

The ATS must allow bespoke equality and diversity monitoring forms and enable Met Office to track diversity across each stage (application, interview and hires).

Target implementation start date of November 2023.

The contract go live is required by April 2024.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

Met Office is seeking to procure an Applicant Tracking System (ATS) with provision for job board credits. The ATS must be cloud-based, and capable of providing automated recruitment and applicant management solutions.

The solution must be user-friendly, and easily accessible by recruitment teams and hiring managers for our permanent recruitment, from advertising vacancies, offer management and pre-employment checks.

The ATS should manage interview scheduling, including automatically sending Microsoft Teams invites and must come with the capability for purchasing job board credits, which can be used to advertise job vacancies on various online job boards.

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Target implementation start date of November 2023.

The contract go live is required by April 2024.

II.2.5) Award criteria

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

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

Duration in months

48

This contract is subject to renewal

No

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 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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-014593](#)

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

Date

21 August 2023

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)

IV.2.7) Conditions for opening of tenders

Date

21 August 2023

Local time

12:00pm

Place

Submitted tenders will become available to the Authority via the portal on the date/time specified.

Information about authorised persons and opening procedure

Submitted tenders will become available to the Authority via the portal on the date/time specified.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Every four years.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Met Office, Fitzroy Road, Exeter, EX1 3PB.

Exeter

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Legal Services, Met Office, Fitzroy Road, Exeter, EX1 3PB.

Exeter

Country

United Kingdom

Internet address

<http://www.metoffice.gov.uk>

