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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](mailto: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

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## **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.

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.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

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## **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>