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Tender

## **Northern Ireland Assembly Commission - Provision of Tests and Assessment Exercises for Recruitment Competitions - BR-086-2023**

Northern Ireland Assembly Commission

F02: Contract notice

Notice identifier: 2023/S 000-033963

Procurement identifier (OCID): ocds-h6vhtk-041a81

Published 16 November 2023, 3:05pm

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

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

Northern Ireland Assembly Commission

Parliament Buildings

Belfast

BT4 3XX

#### **Contact**

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

#### **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 - BR-086-2023

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

- 79600000 - Recruitment services

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

Services

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

The Assembly Commission is seeking to appoint a supplier who can supply recruitment tests and assessment exercises to support the recruitment and selection process for permanent staff. The Assembly Commission's Recruitment and Selection Framework sets out a variety of selection options to meet recruitment needs with assessments tailored for specific roles to find the right person for the role, improving organisational performance and increasing diversity and inclusion. Key Activity 1: Provision of Online Tests - used in high volume competitions as a shortlisting tool. Key Activity 2: Assessment Exercises - as part of the selection process to assess different aspects of the applicants' skills including scoring the exercise and provision of feedback on the performance of the applicant in the assessment exercise. These off-the-shelf 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.

#### **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)**

- 79600000 - Recruitment services

**II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland
- UKN06 - Belfast

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

The Assembly Commission is seeking to appoint a supplier who can supply recruitment tests and assessment exercises to support the recruitment and selection process for permanent staff. The Assembly Commission's Recruitment and Selection Framework sets out a variety of selection options to meet recruitment needs with assessments tailored for specific roles to find the right person for the role, improving organisational performance and increasing diversity and inclusion. Key Activity 1: Provision of Online Tests - used in high volume competitions as a shortlisting tool. Key Activity 2: Assessment Exercises - as part of the selection process to assess different aspects of the applicants' skills including scoring the exercise and provision of feedback on the performance of the applicant in the assessment exercise. These off-the-shelf 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.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Cost / Weighting: 60

**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

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 February 2029.

#### **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

SC1 Previous Relevant Experience. SC2 Quality Management.. SC3 Information Security Management.

### **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..

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

Date

18 December 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: 17 March 2024

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

Date

18 December 2023

Local time

3:30pm

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**VI.4) Procedures for review**

**VI.4.1) Review body**

None

None

Country

United Kingdom