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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

procurementniassembly.gov.uk

Email

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

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

36

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

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..

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

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