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Planning

## Human Resources and Recruitment System

British Museum

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

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### Scope

### Reference

BM.25.036

### Description

The British Museum (BM) is reviewing its Human Resources (HR) System and Applicant Tracking System (ATS). An options appraisal is underway to determine the best solution for its needs: whether to pursue a fully integrated system that includes both an HR system and an ATS (under a single contract), or standalone HR and ATS solutions (two separate contracts with potentially different suppliers). We are seeking to understand the ability of suppliers to deliver these options. The selected provider will be required to assist with the transfer of information from existing databases during the implementation process, provide training, and supply comprehensive documentation to ensure seamless integration with current systems.

The HR System shall support the management of various staff types, including full-time, part-time, fixed-term contract (FTC), and zero-hour employees, as well as non-employees such as volunteers, agency workers, and visiting academics.

The ATS shall support all stages of the hiring process, starting from the initial application stage on the British Museum careers site, through to interview scheduling and the final hiring decision. It will also assist the HR team in organising candidate information, scheduling interviews, communicating with applicants, and onboarding selected candidates by providing references and necessary onboarding documentation.

A fuller description of requirements can be obtained from the contact details provided in the engagement process description provided below.

### **Contract dates (estimated)**

- 3 August 2026 to 2 August 2031
- Possible extension to 2 August 2034
- 8 years

### **Main procurement category**

Goods

### **CPV classifications**

- 48450000 - Time accounting or human resources software package
- 72212450 - Time accounting or human resources software development services

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## **Engagement**

### **Engagement deadline**

15 August 2025

## Engagement process description

The purpose of this Preliminary Market Engagement (PME) exercise is to understand the market's capacity to deliver the options being considered for the renewal of the BM's HR systems. We ask that interested suppliers complete a questionnaire confirming functionalities included in their offerings (both functional and non-functional) as well a high-level pricing. The information received may be used to inform the options appraisal, budgeting and to shape the final specifications and requirements ready for the active tender phase of this procurement.

If you would like to receive the RFI Pack, please send your main contact details, including your name, email address, and phone number to [hrprocurement@britishmuseum.org](mailto:hrprocurement@britishmuseum.org)

We will send you a copy of the questionnaire in the week commencing the 28th July along with details instructions from this address. Any correspondence relating to the PME including requests for clarification will be managed via that email address, we ask that you do not contact the BM with respect to this PME exercise by any other method.

The BM may at its discretion choose to contact specific respondents to further discuss elements of their questionnaire responses. These discussions might include emails, phone calls, or in-person/online meetings to seek further information.

By participating in this PME, suppliers should be aware that there is no guarantee they will be shortlisted for any subsequent procurement process which will be conducted in compliance with The Procurement Act 2023. The BM may at its discretion choose to award the contract via a framework, rather than an Open or Competitive Flexible Procedure, in which case only those suppliers appointed to the selected framework will be able to participate.

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## Participation

### Particular suitability

Small and medium-sized enterprises (SME)

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## Contracting authority

### British Museum

- Public Procurement Organisation Number: PCDW-8715-VGZT

Great Russell Street

London

WC1B 3DG

United Kingdom

Email: [procurement@britishmuseum.org](mailto:procurement@britishmuseum.org)

Region: UKI31 - Camden and City of London

Organisation type: Public authority - central government