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Planning

## **PR 2024 146 Provision of HR Onboarding Software**

Crown Prosecution Service

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

Notice identifier: 2025/S 000-044152

Procurement identifier (OCID): ocds-h6vhtk-0568c3

Published 30 July 2025, 11:03am

### **Scope**

### **Reference**

PR 2024 146

### **Description**

Crown Prosecution Service (CPS) is inviting suppliers to participate in a market engagement activity for comprehensive HR onboarding software. High level requirements are:

#### Core Services

Light touch communication channels between applicants, future direct reporting line manager(s) and extended team(s) plus CPS HQ Human Resources/Recruitment representatives.

1.1 Secure access to relevant corporate content and documentation.

1.2 The ability to provide content in a variety of types e.g flat content, video, quiz.

- 1.3 The ability for the applicant and recruiter to track progress of tasks.
- 1.4 Provide digital signature functionality to accept the offer of employment.
- 1.5 Modern User Interface and enhanced personalised user experience.
- 1.6 The ability to tailor the onboarding experience for each individual/role.
- 1.7 Prompts and templates for hiring managers.
- 1.8 Metrics for multiple hire recruitment campaigns.
- 1.9 Applicant feedback capability for individual content items and recruitment process in general.
- 1.10 Automation of processes, tasks and notifications.
- 1.11 Single portal based system.
- 1.12 Integration of data to centralised systems of record (e.g. Oracle Cloud and System Now).
- 1.13 Viewable from mobile and regular device.
- 1.14 Potentially undertake training e.g. security.
- 1.15 Provide a day 1 calendar/schedule for the employee.
- 1.16 Ability for internal CPS staff to configure and customise for each recruitment campaign and to embed videos / graphics etc.

#### Additional Requirements

- 2.1 To provide a customisable onboarding software application that meets CPS functional and user experience requirements.
- 2.2 Utilising agile delivery methodology the supplier will undertake the full project lifecycle through discovery, beta and into live.
- 2.3 To be able to undertake the Discovery process to provide a clear recommendation for delivery, including the MVP, the benefit and the vision.
- 2.4 The supplier will work closely with key stakeholders within HQ Human Resources.

This market engagement event is an opportunity for the Authority to engage early with suppliers on emerging requirements for HR Onboarding software and our procurement approach.

Our intention is to convene an online engagement event at which the Authority will provide some background to the organisation and our requirements. This will be followed up with a Request for Information Questionnaire which will help to inform the route to market, requirements, and procurement approach.

The event will be held via Teams on Friday 8th August at 11:00. The session will be recorded and included with the subsequent procurement ITT pack.

Attendance at or engagement with the market engagement activity is not a prerequisite for participation in a subsequent procurement, nor does it give any advantage in that procurement.

To register, you will need to:

1. Go to the URL: ADD CPS JAGGAER LINK
2. Select 'Click here to register!'
3. Read and agree to the user agreement.
4. Complete the registration form, providing information including:
  - a. The full legal name of your organisation,
  - b. Your company registration number,
  - c. Your DUNS number-a unique nine-digit number provided to organisations free of charge by Dun & Bradstreet.
  - d. Whether your organisation is a Small -Medium Sized Enterprise (SME)
  - e. User and contact details.
5. Once registered an invite to the event will be shared with the contact provided. This invite will contain a link to the EME event.

### **Total value (estimated)**

- £504,000 excluding VAT
- £604,800 including VAT

Above the relevant threshold

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

- 23 September 2026 to 22 September 2028
- Possible extension to 21 September 2029
- 2 years, 11 months, 29 days

### **Main procurement category**

Services

### **CPV classifications**

- 72000000 - IT services: consulting, software development, Internet and support
- 48600000 - Database and operating software package

### **Contract locations**

- UK - United Kingdom

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## **Engagement**

## **Engagement deadline**

7 August 2025

## **Engagement process description**

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Publication date of tender notice (estimated)**

28 January 2026

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## **Contracting authority**

## **Crown Prosecution Service**

- Public Procurement Organisation Number: PYLM-7862-RZBG

102 Petty France

London

SW1H 9EA

United Kingdom

Email: [CommercialInbox@cps.gov.uk](mailto:CommercialInbox@cps.gov.uk)

Website: <https://www.cps.gov.uk/>

Region: UKI32 - Westminster

Organisation type: Public authority - central government