Date: 7th April 2021

Tunbridge Wells Borough Council is inviting interested parties to take part in a supplier engagement process in regards to the provision of recruitment advertising and applicant tracking services.

* Posts within the Council cover a broad range of roles and we are looking to attract as diverse a range of candidates throughout the UK as possible from both public and private sectors.
* To attract applicants we are looking for a system that enhances the candidate experience, giving them a positive and engaging first introduction to the Council.
* The system should be effective and easy to use for the Recruiting Managers
* In 2019 there were approximately 80 external recruitment campaigns.
* The system also needs to track a small number of internal recruitment campaigns
* We are looking to advertise all the external posts on as broad a range of platforms as possible or alternatively ensure the provider has a strong, broad base of candidates.
* The online application system needs to be available on all devices – mobile phones as well as PCs/laptops.

Information for the process is as follows:

**Stage 1 – Company Overview and Product information**

Interested parties are invited to submit an overview of their company, and a proposal of the product(s) which they feel would best suit our requirements. We will also require details of any public sector framework agreements your products are available through, as it is likely that we will look to contract via this method at the end of the engagement process.

Our team will assess this information for relevance and suitability, before inviting a shortlist of suppliers to stage 2 of the engagement process.

**Your expression of interest must be made via Kent Business Portal, and the information requested above must be provided by 12:00pm on Wednesday 21st April 2021 in order to be eligible for assessment.**

**Stage 2 – Presentation/Demonstration**

Shortlisted companies will be invited to give a presentation/demonstration of their proposed product(s). This will need to demonstrate the end-to-end process of undertaking a recruitment exercise, highlighting the relevant advantages of the system. We will also require a cost estimate for your proposed system, breaking down the cost of each part of the system and any additional extras.

Other aspects of the system to be presented upon/demonstrated include (but are not limited to):

* **What level of advertising is included within the proposed solution?**
* **How is the advertising cost calculated as part of the overall cost of the system?**
* **What flexibility is afforded in regards to advertising?**
* **What enhanced features are available to us with this system?**

The Council will require access to a demonstration system in order to allow a selection of recruiting managers to test the systems proposed and provide feedback on the user experience. Ideally, access to this system should be provided for a period of 4 weeks in order for us to thoroughly test and obtain feedback from our internal stakeholders.

**The presentation/demonstration meetings will be held via Skype or Microsoft Teams, and shortlisted parties must book an appointment for week commencing 26th April 2021. Shortlisted parties will need to book their timeslot via Kent Business Portal messaging tab.**

At present, we are flexible on the date and time and will look to accommodate requests on a first come first served basis. Therefore, it is vital that you book early in order to avoid disappointment.

We will require the names of all attendees from the presentation team at the point of booking in order to enable us to send the invitations to the correct people.

At the conclusion of the engagement process, the Council will determine the most appropriate route to market in order to procure a new contract for this service.

If you require any further information at this stage, please contact me.

Many thanks

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