**Proud to Care Gloucestershire E-Recruitment System Requirements**

**Introduction**

Proud to Care Gloucestershire (PTC) part of Gloucestershire County Council (GCC) is looking to procure a jobs board and e-recruitment system to replace the current in-house solution. The PTC Jobs Portal (currently developed within Umbraco) is the main system used by the council to support external Adult Social Care (ASC) providers to advertise care vacancies in Gloucestershire.

**Background**

In Gloucestershire ASC providers face challenges recruiting and retaining a caring workforce. They have on average a 34% workforce turnover per annum and nearly an 8% vacancy level. Furthermore demographic changes in Gloucestershire mean an ageing population brings an increasing future demand for ASC. Currently 23% of the ASC workforce is over the age of 55 bringing further concerns about the future proofing of the workforce.

As a result of these key drivers Proud to Care Gloucestershire (PTC Glos.) was formed in 2017 as a collaborative partnership which aims to:

* Raise the profile of careers in care, in order to reach out to people in all walks of life, attracting those with the right values to discover how fulfilling and rewarding delivering person centred care and empowering support can be.
* Inspire and support local care providers to identify, develop and share best practice in staff recruitment & retention.

One of the key priorities identified by the PTC steering group was to enhance our current jobs portal offer for providers. We hope that the new solution will support providers to more efficiently advertise and recruit for their current vacancies. It will also support the promotion of ASC roles to members of the public and increase the ease of application to these roles. As part of the new solution we also hope to offer a talent pool function where individual can upload their details or CV and these can then be searched for by ASC providers.

**The Current Service**

* Currently our web-based Jobs Portal is hosted within Umbraco. The system:
* Displays current vacancies on a listing page (includes a short description & employer logo)
* Vacancies listed can be searched using a free text search or filtered using 3 filter options
* Creates an individual page for each vacancy (includes option for employers to link to their online application process)
* Employers submit their vacancy through an online form which is then moderated & published by PTC
* The System will automatically un-publish adverts on set closing date

The system is hosted by Umbraco who provide the support and any other development as required.

There are approximately 150 users of our Jobs portal, including PTC team and employers within Adult Social Care.

To view our current solution please visit: <https://www.proudtocareglos.org.uk/apply-for-jobs/>

**Service Requirement**

We built our current system in GCC’s hosted webpages with Umbraco nearly 3 years ago. We have explored further developing the existing functionality but feel that we will soon surpass what is possible to develop within the system.

The supplied system must meet the needs of the business and provide a good value contract that future proofs our service. It is important to us to have a proactive working relationship with any supplier who shares our vision and is able to deliver it. We need a contract that not only has the facility to do the functions we require but additionally allows some development capability so that we can continue to adapt the solution in order to meet changing customer, GCC and partner requirements.

A system that meets our needs of today and facilitates our vision of the future, we want a relationship that is forward thinking and shares ideas. It is important that any system meets the regulatory and best practice requirements to allow PTC & GCC to achieve the best possible outcomes for all service users.

We need to ensure that our PTC Jobs Portal is fit for purpose; future proofed and provides good value for money. Our business needs require that a Jobs Board / E-recruitment system is procured by January 2020, and must meet the contain functionality for the following activities:

**Functionality for Employers**

* Ability to upload attachments such as Job Descriptions and Person Specs.
* Ability for employers to preview what the advert will look like before submitting
* Ability for employers to edit and duplicate adverts that are live and send for re-approval
* Ability to search talent bank for suitable candidates
* Ability for system to send automatic notifications to employers based on system activity or status changing

**Functionality for Job Seekers**

* Search for jobs using a postcode radius
* Tailorable filter options
* Free text search function
* Ability to subscribe for job updates and select specific categories of vacancies to subscribe to
* Ability to submit basic application form or send CV direct to advertising employer
* Ability to submit a profile / CV to be hosted in a talent bank
* Ability to share adverts to Social media or send to a friend

**Other Functionality**

* Mobile/Tablet Friendly Access
* Hosted & Managed service
* Ability to pull vacancies in from NHS Jobs
* Ability to send vacancies to Indeed and DWP’s Find A Job page
* Comprehensive reporting on activity across the system
* Automated GDPR retention and data cleanse functionality

**Awarding of Contract**

GCC are not obliged to award any contract on quotations received.

**Duration of Contract**

The contract awarded will be a 2 year contract, with an option to extend for an additional year.

**Submission of Provider Offer**

The provider will submit proposal demonstrating and producing evidence of the four criteria’s listed below. All providers must also submit the GCC Information Handling Requirements Forms attached as part of this opportunity. The requirements listed within forms are mainly based on commonly accepted security management best practice (ISO27001), the G-Cloud Privacy Questionnaire and the cloud security principles developed by the National Cyber Security Centre.

**Assessment Criteria**

The proposal will be assessed in the following key areas:

|  |  |  |
| --- | --- | --- |
| Assessment Criteria | Marks will be allocated for demonstrating the following: | Percentage allocation  |
| Expertise and Experience  | * Demonstrable experience in hosting Web based E-recruitment systems for large organisations.
 | 10% |
| Deliverability of functionality  | * Delivery of a system which meets the needs of employers, job, seekers and admin users as stated above.
 | 50% |
| Cost and value for money  | * Competitive costs and value for money.
 | 40% |

**Timescale**

|  |  |
| --- | --- |
| Request for Quote Published | Thursday 6th February 2020 |
| Request for Quote Deadline | Monday 9th March 2020 at 14.00pm |
| Notification of Shortlisted Providers for presentation if required | Tuesday 10th March 2020 |
| Presentation of Shortlisted Providers if required | Monday 16th March 2020  |
| Notification of Successful Provider | By Friday 20th March 2020  |

*Please note the above timescales may be subject to change.*

For further details please contact Rachael Hughes (Project Lead – Proud to Care) – rachael.hughes@gloucestershire.gov.uk