

**Applicant Tracking System
Clarification Register**



No.	Date Received	Question	Response	Date issued
001	09/01/2023	Could I double check the clarifications deadline please? The document states the following – ‘Any clarification questions should be sent to YHTenders@yorkshirehousing.co.uk by Friday 24 January 2023’. The 24th is a Tuesday, so just wanted to double check this is the correct date so I can confirm this with the team?	Apologies. The close date for Clarifications is Tuesday 24th January 2023. V2.0 of the ITT has been issued with this correction.	09/01/2023
002	09/01/2023	2.4.4.Manage the application process. 2.4.5.Manage the interview process. 2.4.6.Manage job offer process. Could you please confirm if by services for these requirements, you require a system that can deliver these processes or you are looking for a managed service model (resource) from the service provide to deliver these requirements for you?	We require the Applicant Tracking System to deliver these processes. Our internal Recruitment team will use the system.	09/01/2023
003	09/01/2023	In order to give as accurate pricing as possible, it would be great to know the number of staff currently employed at Yorkshire Housing?	Please see section 1 of the ITT. Our current employee count is 777.	10/01/2023
004	09/01/2023	Wondered if you could help me on a question. On appendix 5 – calculations. Does the quantity “3” mean the 3 x years of the contract, and if so – do you want me to put the total cost of 3 years or 1?	The Calculations tab is NOT for completion by tenderers and is for internal use only. Tenderers may use the Calculations tab for validation purposes but must not change any of the formulas. Please can tenderers refer to Section 13 of the ITT Completion of APPENDIX 5 - YH ATS - Pricing Schedule. The individual tabs contain the description of what is needed (e.g. Licence & User Costs asks for an annual (1 year) cost in cell B12)”	10/01/2023
005	10/01/2023	Can you please confirm the number of employees held for your housing department.	Please also see Q003. We currently have 777 employees at YH and the applicant tracking / recruitment process is the consistent and the same for all roles across all service areas	11/01/2023
006	13/01/2023	If we are unable to meet any of the 'Must-Have' criteria, but can provide reasonable justification and/or an alternative solution, would this still eliminate/reject us from the procurement process?	Following clarification on the specific requirement and justification, we can confirm that the Must Have criteria are pass/fail and all tenderers must meet these requirements. Systems that do not meet the Must Have requirements will be rejected.	17/01/2023
007	16/01/2023	To clarify our position, we partner with a leading ATS software provider, and as such we would be working with them to introduce their platform to you. Is this acceptable under the provisions of your Tender Evaluation?	This is acceptable	17/01/2023
008	17/01/2023	GR025: Right to work checks- is there an expectation that the RTW checks required are included within the overall fees? Or is it simply integration with the 3rd Party provider that is anticipated to be included within the fees provided?	YH can confirm that we are not expecting the RTW checks to be included in the overall cost. We appreciate this is a separate service – the requirement is more around the functionality/capability itself and integration with the 3rd party.	17/01/2023
009	17/01/2023	NFR030- What do you consider to be 'data aging'?	In this context 'Data Aging' relates to the ability to delete or archive data at the right time, according to our retention schedule. For example, the YH retention period for 'Shortlists, interview notes and related application forms' is different for successful and non-successful candidates: •Non-shortlisted candidates: application - 12 months •Non-successful candidates: interview notes - 6 months, shortlists and applications - 13 months •Successful candidates: 6 years plus current year following end of employment For any data stored in the ATS, we would want to be able to identify the information that needs to be deleted, and ideally there should be automatic processes that do this in the background without needing user intervention.	17/01/2023