Applicant Tracking System
Clarification Register

Yorkshire Housing

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
010	23/01/2023	With regards to NFR 014 (full requirement below), is there an expectation that the solution will integrate with all the job boards listed directly or is it sufficient that they can be linked to through an aggregator? NFR 014 The solution will integrate with aggregators, e.g., Indeed, Monster, Total Jobs, Facebook Jobs, LinkedIn, Google for Jobs, Reed, CV Library, Adzuna, Prospects, Find a job, Govt jobs, Jobsite, Talent, Inside Housing The solution will integrate with job boards: e.g. Totaljobs, LinkedIn, Indeed Sponsored, CV library, Reed	It is sufficient that an ATS would link with a main/parent aggregator which would then post to the boards mentioned as software like this exists and is quite common in the recruitment world! However we would need to have full tracking of applications from which job board they applied through whether this was through a parent aggregator or to individual boards direct.	26/01/2023
011	23/01/2023	NFR031 -The recruitment application tracking system must be compliant with DDA 2010 and align with YH's policy Please can we have a copy of YH's policy and confirm if both the ATS (recruiter access) and the Careers Page & Application Process (candidate/public access) need to align with DDA 2010 and specifically WCAG 2.1 standards	Apologies, this is a typo and should say "policies", referring to the policies YH operates under, e.g. Code of Conduct, DBS policy etc. DDA – we would expect any software we procure to not be contrary to the Disability Discrimination Act. WCAG standards – primarily for the applicant facing element	26/01/2023
012	23/01/2023	NFR036 - Third Party Questionnaire to be sent (latest version will be supplied) Can we have the third party questionnaire?	The Third Party Questionnaire is driven by a risk assessment which is specific to the supplier and the agreement and so will be carried out with the successful tenderer as part of the pre-contract activity. This covers general IT Security measures, the majority of which are within the Requirements Document (Appendix 1).	26/01/2023
013	23/01/2023	Can you please clarify the level of integration required with Cascade? What type of data are you looking to send from REDACTED ATS TO Cascade?	This refers to the onboarding information, once completed by the successful candidate we would expect this to be 'sent' from the ATS to Cascade to avoid someone manually having to do this in the HR team, or any other information captured in the ATS, that would be transferred to our HR or other internal systems for successful candidates. This dataset has been emailed to tenderers that have confirmed their expression of interest.	26/01/2023
014	23/01/2023	Social Responsibility piece: "There appears to be some guidelines missing on the front page of the Social Responsibility Calculator so apologies if this is covered, though we cannot see it. Can Yorkshire Housing confirm what the expectation is for the donation of time or items over the contract term? Is this an equal donation each year for the term of the contract or is it an up front expectation? Can Yorkshire Housing also confirm how we are to select the region?"	The Tenderer is required to complete the yellow shaded cells on the "Calculator" tab of Appendix 2 based on their preferred provisions, which will then calculate the total. The 'Introduction' 'Calculator' and 'Provision Options' are the only relevant tabs for this tender.	26/01/2023

015	23/01/2023	How would you like us to complete question 9 in appendix 4 – is this just to say yes we have filled in all of appendix 1, or do I outline all of the should haves?	Please indicate that you have completed Appendix 1. The rationale / explanation on how the Tenderer meets the Should Have requirements should be entered into Appendix 1.		26/01/2023
016	24/01/2023	You have said that Onboarding is also a need as part of this ATS system. Can you describe high level what are these onboarding process please, this will help drive Effort calculation. Also please note that In **REDACTED - SYSTEM**, ATS – REC/RMK module, which is a separate module. **REDACTED - SYSTEM** then has an onboarding module, its another module and very comprehensive and comes with separate license We have assumed this is OUT OF SCOPE And that your onboarding process at this stage will be covered by the **REDACTED - SYSTEM** REC/RMK In this submission we have assumed that the need is only for ATS to cover REC/RMK.	The onboarding requirements are as detailed in Appendix 1 – Requirements. We require the system to take the candidate through from interview stage to employment, including interfaces with our HR System, Cascade. Tenderers should include costs to cover all necessary modules to meet our requirements.		26/01/2023
017	24/01/2023	1. "Compliance with the Requirements Document "Must Haves" is evaluated on a Pass/Fail basis."- some of the must-have features can be implemented in our system with bespoke development, are we free to propose them as an addon development, please confirm. 2. If the answer to our first question is Yes, then how should we propose the financials in the financial commercial?	YH are looking for a complete solution. If your core product needs further development to meet our requirements this is acceptable on the following conditions: •The development will not interfere with any upgrade paths •Any development needed to meet our requirements will be included in the implementation and support costs proposed •Ongoing support will be ensured for any development needed to meet our requirements. If there is any additional cost for this support, or if SLAs are different to the core product, these should be clearly stated.		26/01/2023
		CLARIFICATION PERIOD CLOSED 17:00 24/01/23. NO FURTHER CLARIFICATIONS POSSIBLE			