



Invitation to Tender (ITT)
YH Recruitment Applicant Tracking System

Contract Reference: YH13-23

**Deadline for Tender Submissions:
5pm Friday 3 February 2023**

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1. Organisation information

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So what's Yorkshire Housing all about? Well, we want to make it possible for people to have a place they're proud to call home.

But we don't want to just put a roof over customers heads. Home should be a place where people can thrive. So we have extra support services for customers who need it, whether that's money coaching or services to help them live independently.

We're the biggest housing association based solely in Yorkshire. I guess you can say we are Yorkshire through and through. We own and manage around 20,000 homes across the region. This includes [older person's accommodation](#) and homes for low-cost rent (social and affordable homes).

We're doing our bit to tackle the housing crisis by building 8,000 shiny new homes across Yorkshire by 2030. This includes shared ownership homes and other schemes to help people get on the housing ladder such as rent-to-buy. We also sell some homes on the open market through [Space Homes](#). For us it's about profit for purpose, we reinvest the money we make back into the business to improve our homes for rent and services to customers.

We have around 700 employees who operate all around Yorkshire. This is either working in our main workspace (The Place), small hubs, directly with customers (Agile or mobile workers) or from home (Agile homeworking). We have a wide range of departments including our foundation pillars: Finance, ICT and People along with social housing departments. In addition, we have a Repairs and Investment team (Inc. trades, surveyors etc), a customer contact centre, home improvement agencies and Space Homes (Commercial sales) to name just a few of our key areas.

More information regarding Yorkshire Housing can be found on our website, www.yorkshirehousing.co.uk.

2. Introduction and background to this ITT

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NOTE

- This Invitation to Tender ("ITT") is available on Contracts Finder and is open to any bidder submitting a proposal for the Agreement (hereinafter referred to as the "Agreement") before the stated deadline.
- Although this ITT is not subject to the Public Contracts Regulations 2015, Bidders are reminded that Yorkshire Housing will conduct the process in accordance with the key UK principles of transparency, non-discrimination, and equal treatment.
- Any clarification questions should be sent to YHTenders@yorkshirehousing.co.uk by Friday 24 January 2023 .

- 2.1. The brief and scope of work for this contract is for the delivery of a Recruitment Application Tracking System for the management of job applications, application evaluations, interview booking, feedback and reporting.
- 2.2. Yorkshire Housing is looking to procure a forward thinking and socially aware Cloud based Supplier that has the ability to deliver an excellent solution delivering a blended approach to recruitment processes.
- 2.3. Tenderers are advised that in the last 12 months Yorkshire Housing advertised 339 and had 238 new starters employed by up to 180 Hiring Managers. We estimate this attracted over 5,000 applications and scheduled over 1,000 interviews. We estimate on average we had 15 applications per role (this figure is a bit skewed by internal vacancies that had no applications). The new starters does not include those that were employed via an agency.
- 2.4. The services required by this contract, shall include but are not restricted to:
 - 2.4.1. Deliver a cloud-based platform.
 - 2.4.2. Post adverts to sites such as Facebook, Linked-in, Twitter, Instagram and Indeed.
 - 2.4.3. Deliver a streamlined, efficient and intuitive experience for YH staff and applicants.
 - 2.4.4. Manage the application process.
 - 2.4.5. Manage the interview process.
 - 2.4.6. Manage job offer process.
 - 2.4.7. Host a talent & acquisition suite.
 - 2.4.8. Be forward thinking in utilising technology to deliver greater efficiencies in response rates, cost and deliver a blended approach to the recruitment process

3. Yorkshire Housing ATS – Current Position

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- 3.1. The current contract for our ATS platform is due to expire and has been used by Yorkshire Housing for 6 years for advertising, candidate tracking, pre-sifting, shortlisting, interview invitations, MS Teams interviews and Onboarding. Recruiters and managers are comfortable with navigating the system currently. Due to the length of time we have partnered with the Service Provider, we are required by our internal governance and permitted by the Public Contract Regulations to go back to the market. We need to ensure our talent requirements as an organisation are met, especially in the challenging environment we all currently face.
- 3.2. The main recruitment channels being used currently are our Website, LinkedIn (Sponsored), Indeed (Sponsored), Inside Housing, free options as part of the Service Provider's 'network'.

We do also use managed campaigns on occasions which utilises their sourcing tools and additional paid job boards.

4. Specification

Full details of the Solution to be provided under the Contract are contained in the ATS Requirements set out at Appendix 1 of this ITT. The Successful Bidder shall be required to comply with the Specification in providing the Services.

What we are looking for

4.1. Outcomes/Deliverables

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For Yorkshire Housing, the ATS will support our vision as follows:

- 4.1.1. Vacancies will be filled first time and reduced requirement to use agencies
- 4.1.2. The system will generate a talent pool for Yorkshire Housing
- 4.1.3. Candidates will fit with the required skills but also our values and behaviours along with getting a fantastic application experience that enhances our employer brand. This will involve application stage or before right through to onboarding.
- 4.1.4. The system will be easily accessible for varied users applying for various roles requiring different skillsets.
- 4.1.5. The system will be user friendly and promote streamlined and efficient processes from an administrative, recruitment and hiring manager perspective. The look and feel will also reflect us as an organisation and the direction we are heading.
- 4.1.6. The system will support the recruitment team in presenting hiring managers with effective management information including accurate source information of candidates – what works and what doesn't.
- 4.1.7. The system will support in promoting the Yorkshire Housing brand and its values as being an 'employer of choice'.
- 4.1.8. The system will have a 2-way integration with Cascade our HRIS provider along with integrations with MS Teams, docusign or similar in-house tools.
- 4.1.9. The system will also integrate with other job boards making the application experience seamless.
- 4.1.10. Finally, the system will support our company EDI initiatives.

4.2. Hiring Manager Experience

This is something we are extremely focused on, the ATS system must be easy to navigate and user friendly for managers who have different levels of system knowledge. It must also be easily accessible for managers who are on the move as we continue to operate with agility as a business.

In addition to simplicity, we are keen for the look and feel to be in line with the Yorkshire Housing values and appear digital and innovative in line with our journey. It's vitally important we don't take a step back to an 'old fashioned' layout for managers.

4.3. Candidate Experience

Customer experience is a crucial pillar as part of the Yorkshire Housing strategy and this also includes our candidates. They must be able to apply easily from various different job boards and this process needs to be seamless for them but also give us all the information we require to make effective hiring decisions. As much integration where possible would be helpful and it's also vital that candidates get a feel for our brand through recruitment processes but also feel really valued through regular system-led communication.

4.4. People Team Experience

We are looking for an ATS system that is forward thinking, user friendly and innovative in its approach. Falling in line with our values the system needs to provide the team with a fantastic platform to ensure the entire recruitment process is slick and one which helps us to provide an excellent candidate journey at all times. In terms of capabilities any new system will need to streamline many of the processes within the recruitment journey, making it less time consuming for all those using the system. The look and feel needs to be modern, fit for purpose and effective.

4.5. Management information

We are looking for a system that easily creates and automates weekly, monthly and quarterly analytics and reports. We want reporting functionality with the ability to download visual real-time reports easily. Source information, volume, cost per campaign to name just a few examples. A system that can help us present this information quickly and easily to senior managers will be vital and links with Power BI would be welcomed.

4.6. Account Management

We'll need a dedicated Account Manager and main point of contact to provide dedicated support throughout the duration of the contract to build working relationships and ensure the contract is performing at the right standard. The Account Manager will be expected to attend review meetings and provide updates on software, future development and suggest activities that improve service efficiency, productivity or reduce costs.

4.7. System support

The simplicity of the system itself is vitally important. We will have a number of hiring managers from across the business in a variety of roles using the ATS system and the system needs to be user-friendly and intuitive. In addition to this, the support offered by the provider

needs to be easily accessible, efficient and helpful reducing the time recruiters spend answering system-related issues.

4.8. Training

Training will play an important part of implementing and embedding a new way of working for YH. We'll need an appropriately skilled and qualified trainer to deliver training across the business for individuals and small groups.

4.9. Implementation plan

We would need to understand what an implementation plan would look like in the lead up to transition over to a new system.

4.10. Must Have and Should Have Items

4.10.1. Throughout our functional and non-functional requirements at Appendix 1 YH have highlighted Must Have items, Should Have and Nice to Have items.

- a) Must Have items are to be met by the Service Provider.
- b) Should Have items are desirable that the Service Provider can achieve.
- c) Nice to Have items are for information. YH would like to see this functionality, but these are not scored as part of this tender.

4.10.2. The Must Have items are Pass/Fail and are mandatory requirements. Bidders that cannot satisfy these requirements will be rejected.

4.10.3. The Should Have items will form part of the quality response, with a score given to Should Have items met.

Please find our functional and non-functional requirements at Appendix 1

5. Agreement and contract information

5.1. Contract Term

The length of the contract is 3 years for the initial term, with two one-year optional extension periods. The support services and hosting (not on premise) will be ongoing on an annual basis

5.2. Budget

Bids are expected to be an average of around £30k per year across the 5 year term (including VAT).

The budget will cover the implementation, go live, training & support.

Costs in the Pricing Document should be presented exclusive of VAT. Bidders should state whether they will apply VAT to the total Contract value. Yorkshire Housing intends to award a Contract for services, based on this Specification and Requirements and Invitation to Tender. As such, it is our understanding that VAT is applicable, regardless of the successful Bidder's VAT status. Yorkshire Housing recommends that Bidders should seek independent advice if they do not intend to apply VAT. Yorkshire Housing will not make any additional provision to the agreed Contract value in order to cover VAT liabilities, if these costs are not included in the original Pricing Document.

6. Terms and conditions of YH Services Agreement

- 6.1. The bidder should provide a copy of their proposed Agreement with their response for review and agreement.
- 6.2. Our standard Data Sharing Agreement shall apply as an addendum to the Software Agreement provided by the Supplier.

7. Terms and Conditions of Tender

The following are terms and conditions of this tender process. Tenders must be submitted in accordance with the following conditions. Tenders not complying with any conditions stated may be rejected by YH.

7.1. Procedure for the submission of bids

Bidders shall submit one electronic copy Invitation to Tender by no later than **5pm, Friday 3 February** via e-mail to: YHTenders@yorkshirehousing.co.uk

The Invitation to Tender return shall state the following title: '**YH Applicant Tracking System**'

Yorkshire Housing will acknowledge receipt of all bids.

Any technical difficulties encountered with submissions should be reported to the Procurement Service on 07768 468471 or by email to YHTenders@yorkshirehousing.co.uk

YH will not be responsible for any technical issues experienced that prevent timely submission of tender.

The specified email address is to be used for all communication. YH will not be responsible for contacting your company through any route other than via the specified email address.

Please provide your response to this Invitation to Tender by completing the required documents outlined in section 9 of this ITT. Please do not provide separate or different types or formats of documents unless specifically requested to do so.

Please note that any stated limits on length of responses set out in the Invitation to Tender must be strictly adhered to. Any question response exceeding the stated limit will be disregarded beyond that limit. Unless specifically requested to do so, please do not include or upload any standard marketing or promotional material within your answer as this will be disregarded.

Supporting information (appendices, attachments etc.) should be presented in the same order as, and should be referenced to, the relevant question.

At the time of tender it is the responsibility of all Service Providers to have satisfied themselves as to the scope and content of the work required. YH take no responsibility for errors, omissions and/or inaccurate statements within the tender information provided.

Failure to complete the tender in full or to provide any documentation requested may result in your application being rejected.

YH reserve the right to clarify answers made by Service Providers in their submissions. Any such requests will be made via the specified email address.

Links to websites, general marketing information or content from standard policy/corporate documentation are not suitable responses to questions. Any information of this nature submitted, unless specifically requested as part of a question, will not be evaluated.

Costs submitted must exclude VAT. Prices shall otherwise be deemed to include all taxes (except VAT) duties, insurance premiums, guarantees or other costs and commissions associated with the provision and delivery of the solution and/or services (where applicable).

Costs and prices submitted must be quoted in UK Sterling.

7.2. Clarifications

During the Invitation to Tender stage Bidders may submit questions and requests for Clarification or further information. Bidders should note the following procedure for obtaining further information or Clarification on matters arising during the Invitation to Tender stage:

- Bidders shall address their questions and requests for Clarification or further information via e-mail to: YHTenders@yorkshirehousing.co.uk
- On receipt of a request for Clarification or further information, Yorkshire Housing may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which Yorkshire Housing has access, but Yorkshire Housing shall not be obliged to comply with any such request and does not accept any liability or

responsibility for failure to provide any such information (and absence of a response from Yorkshire Housing shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified);

- Except as stated below, all questions and requests for Clarification or further information and the corresponding responses, will be circulated by Yorkshire Housing to all Bidders via an update to the Contracts Finder notice;
- When submitting a question or request for Clarification or further information, Bidders should indicate whether or not they believe the question or request for Clarification or further information is commercially confidential to them and should not therefore be shared with other Bidders. Any such question or request for Clarification or further information should be marked ‘Confidential – not to be circulated to other Bidders’;
- If Yorkshire Housing considers that, in the interests of open and fair competition, it is unable to respond to the question or request for Clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter request that either the query be withdrawn or treated as not confidential;
- All questions or requests for Clarification or further information must be submitted by **5pm Friday, 24 January 2023** at the latest. Requests/questions received after this time will not be responded to by Yorkshire Housing.
- Bidders are advised to “watch” the Contracts Finder notice to receive updates to the Tender information or published Clarifications

7.3. Amendments to the Invitation to Tender

YH reserves the right at any time to issue amendments or modifications to this Invitation to Tender during the Invitation to Tender Stage, and: -

- Reject any submission that is not complete. YH may also reject submissions that fail to comply with any element of this tender or any amended/supplemental document issued in conjunction with this tender;
- adjust the procurement process laid out in this documentation, including:
 - changes to the timetable;
 - evaluation requirements
 - the content of any Contract or Agreement documentation.
- choose to cancel this tender and process at any time, thereby not enter into any agreement.

These will be issued to all Bidders simultaneously via an update to the Contracts Finder notice and bids will be assumed to take account of any such modifications and amendments.

7.4. Important notice for bidders

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- The following phrases and/or expressions are used throughout this documentation:
 - Company;
 - Service Provider;

- Organisation;
- Bidder;

In all cases these references should be considered to refer to the organisation bidding upon this tender.

- No publicity is to be issued by Service Providers regarding this tender process without prior approval from YH and their agents.
- The issue of this ITT in no way commits YH to award any contract or agreement.
- It is unacceptable for Service Providers to engage in any activity that might lead to a breach of the Bribery Act 2010. Therefore, all Service Providers shall: -
 - Comply fully with the requirements of the Bribery Act 2010;
 - Not engage in any activity, practice or conduct which would be an offence under any section of the Bribery Act 2010;
 - Have and maintain during the full term of the proposed Agreement policies and measures to ensure compliance with the Bribery Act 2010.
- The contents of this tender are being made available by YH on condition that:
 - The information provided, including any and all further communications issued must be treated as private and confidential at all times.
 - Information provided shall not be used by Service Providers for any other purpose than to prepare and submit a tender.
 - Information is not to be shared or reproduced by Service Providers other than where the purpose is the provision of information to advisors, sub-contractors and/or other persons. This is provided that the reason for such distribution is to assist in the preparation of a suitable submission;
 - In circumstances where information is to be shared, written permission must be sought from YH prior to the sharing of tender information;
 - Information may be shared by a Service Provider where there is a legal obligation to do so, or for the purpose of obtaining legal advice regarding this tender and/or agreements arising from this tender.
- The information provided has been prepared in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the information provided and should carry out their own due diligence checks and verify the accuracy of the information. Nothing in the tender documents is or shall be a promise or representation as to YH's future conduct.
- Bidders considering entering into the Agreement should make their own enquiries of the requirements beforehand. YH will assume that the Bidders have sufficient information for this purpose unless notified otherwise.
- YH is not subject to the requirements of the Freedom of Information Act 2000 ("FOIA") and/or the Environmental Information Regulations 2004 ("EIR"), the subordinate legislation made under the FOIA/EIR and any guidance and/or codes of practice issued (from time to time) in relation to such legislation.
- Bidders should note that all tenders and supporting documents must be written in English and that any resulting contract, its formation, interpretation and performance will be subject to and in accordance with the law of England and Wales and (subject to any

provisions for dispute resolution in the Contract) subject to the exclusive jurisdiction of the courts of England and Wales.

8. Dates

8.1. The following dates are the envisaged timetable for this procurement. Dates are provided for information purposes only. YH reserves the right to amend/adjust these dates as necessary.

Activity	Date
Tender Issued	6th January 2023
Deadline for queries/clarifications regarding the tender documentation	24th January 2023 @ 17:00
Deadline for clarification responses to be issued	27th January 2023 @17:00
Tender Submission Deadline	3rd February 2023 @ 17:00
Initial evaluation & clarifications	w/c 6th February 2023
Demonstrations / Interviews	20 th - 22 nd February 2023
Notification of Result	27th February 2023
Appointment of successful bidder and Contract Signature	w/c 27th February 2023
Estimated Contract commencement	13 th March 2023
Go Live of system	19 th May 2023

The dates above are subject to change at Yorkshire Housing's discretion.

9. Submission of bids

9.1. A completed Requirements Document as set out at **APPENDIX 1**.

9.2. A completed Social Value Calculator as set out at **APPENDIX 2**.

9.3. A completed Selection Questionnaire as set out at **APPENDIX 3**.

9.4. A completed Quality Submission as set out in **APPENDIX 4**.

9.5. A completed Pricing Submission as set out at **APPENDIX 5**.

9.6. A completed Tender Submission as set out in **APPENDIX 6**.

9.7. A completed Non-Collusion Certificate as set out in **APPENDIX 6**, signed by the authorised signatory submitting the bid on behalf of the Bidder.

9.8. A completed Form of Tender as set out in **APPENDIX 6**, signed by the authorised signatory submitting the bid on behalf of the Bidder.

10. Tender Evaluation

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- 10.1. This tender includes a Selection Questionnaire and Award Criteria. The Selection Questionnaire will be assessed first, with submissions that do not meet required minimum standards being rejected.
- 10.2. Bidder guidance regarding the Selection Questionnaire is provided below in Section 11. Guidance for the Award Criteria is provided within Section 12.
- 10.3. Submissions that satisfy the requirements of the Selection Questionnaire will be evaluated in compliance with the stated Award Criteria (including cost submissions).
- 10.4. This tender uses a Selection Questionnaire which is consistent with the new YH Supplier Assessment Set Up Form. This is required under the Public Contracts Regulations 2015.
- 10.5. YH are not bound to accept the lowest or any tender. YH will not be responsible for, or pay the expenses or losses, which may be incurred by any Bidder in the preparation of this tender. YH reserve the right at any time to cease the procurement process and not award the Agreement.

11. Selection Questionnaire

- 11.1. The Selection Questionnaire is necessary to enable assessment of the suitability of a Service Provider to deliver the proposed contract requirement(s). If you are successful at this stage of the ITT, your bid will be assessed against the Award Criteria.
- 11.2. The guidance on the Selection Questionnaire elements of this tender can be found in APPENDIX 3 – Selection Questionnaire

12. Award Questionnaire

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12.1. Award Criteria

Bids for the Agreement for shall be evaluated on the basis of the Award Criteria set out below to determine the most economically advantageous tender (MEAT). These Award Criteria are to enable YH to award the proposed Agreement on the basis of the best price-quality ratio.

Following assessment of submissions against the Award Criteria, the proposed Agreement will be offered based upon the scores achieved against the Award Criteria.

Yorkshire Housing has allocated a maximum weighting for each criterion as follows:

Award Criteria Weightings (Award Questionnaire)	
Award Criteria	All Lots
1. Compliance with Must Have Requirements	Pass / Fail
2. Quality: Tender Questions	55%
3. Cost	30%
4. Interview / Demonstration	15%

Criteria		
Question	Weighting	Question
1.	12.5%	Candidate Experience
2.	12.5%	Hiring Manager Experience
3.	12.5%	People Team Experience
4.	12.5%	Management Information Reporting Capability
5.	10%	Contract Management
6.	10%	Training
7.	15%	Implementation & Integration
8.	5%	Social Value
9.	10%	Requirements Document "Should Have" requirements
	100%	Total

Further information regarding how weighting will be apportioned based on the responses received is provided in the following section.

12.2. Compliance with Requirements Document

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Compliance with the Requirements Document “Must Haves” is evaluated on a Pass/Fail basis.

Tenderers are required to enter a Y or N in column F of the General Requirements tab and column H of the Non-Functional Requirements tab against each Requirement to indicate whether their solution offers this functionality. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a tenderer cannot or is unwilling to answer ‘Yes’, their tender will be deemed non-compliant and will be excluded from further consideration.

12.3. Quality: Tender Questions

Tender Submission 55% of available marks

The following numbering relates to the tender question in the questionnaire, in order to aid referencing evaluation guidance.

Bidders should submit no more than the word count specified answering each of the above criteria. Text over the word count will be disregarded.

Scoring

Where written responses to quality questions are marked out of 5. The following Qualitative Scoring Guidance table provides an outline as to how the 0-5 scoring will be implemented, but bidders are advised that this may not be contextually accurate for every question.

Qualitative Scoring Guidance		
Classification	Mark	Explanation
No Response	0	Rejected - Question is not answered/no response
Unacceptable	1	Rejected - No relevant information provided
Weak	2	Poor or weak information submitted in response to the question. There is almost no relevance, capability or expertise evidenced
Average	3	An average response with some understanding of the requirements/subject matter but it includes limited relevance or a lacks suitable demonstration of expertise and capability.
Above Average	4	A good response showing understanding of the requirement being tendered. The response is linked to the subject matter, supported by relevant expertise, and includes demonstrations of how it will be applied to the proposed relationship.
Excellent	5	Excellent response that demonstrates a full understanding of the requirement being tendered and the needs of the organisation. The answer is clear, relevant and demonstrates how the capabilities discussed will be successfully applied to the proposed relationship. Potential benefits are clearly quantified and committed to.

Further information regarding the individual questions raised and what is sought from responses is provided after the table. The guidance provided is not intended to be exhaustive, examples are provided as to what will achieve higher scores, but these are not the only factors considered during assessment. In all circumstances a demonstration of ability to deliver what you are proposing to YH using other customers/contracts as examples will benefit responses.

Compliance with the Requirements Document “Should Haves” is evaluated on a scored basis.

Tenderers are required to enter a Y or N in column F of the General Requirements tab and column H of the Non-Functional Requirements tab against each Requirement to indicate whether their solution offers this functionality. YH will assess the supporting comments to verify this meets our requirement.

Scoring

There are 37 “Should Have” Requirements in total. This will be calculated in accordance with the scale below:

Number of Should Have requirements indicated as “Y”	Score given
0-6	0
7-12	1
13-19	2
20-25	3
26-31	4
32-37	5

12.4. Cost Submission:

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Cost Submission 30% of available marks

All submissions will be reviewed and checked to ensure accuracy. YH reserves the right to request further information and disregard pricing it deems to be non-equivalent.

Each cost submission will be awarded a proportionate percentage score in comparison to the other cost submissions received. Evaluation of costs submitted will be as advised by the Chartered Institute of Purchasing and Supply (CIPS) formula as follows:

$$\text{Percentage score awarded} = \frac{\text{Lowest Tendered Price}}{\text{Your Tendered Price}} * \text{Weighting Available}$$

12.5. Submission Statements

Submission Statements is evaluated on a Pass/Fail basis.

It is a requirement that submissions are completed and made by duly authorised individuals within the bidding organisation. This is a pass/fail criteria, organisations failing to agree with the statements within this section will have their submissions rejected.

12.6. Demonstration

Demonstration 15% of available marks

Once the deadline for bid submission has passed, the Bidders who have submitted a bid shall be invited to attend a Demonstration at Yorkshire Housing to further demonstrate their proposals for carrying out the Contract they are bidding for.

The provisional dates for the Demonstrations are as set out at Section 8 of this ITT, though the dates, times and venues shall be confirmed with Bidders under separate cover. Bidders shall ensure they are available for Demonstrations throughout the duration of the provisional dates.

The maximum percentage or “weighting” Yorkshire Housing shall give to the Demonstration is set out at Section 12.1 of this ITT.

Note that Yorkshire Housing reserves the right not to invite a Bidder to participate in the Demonstration stage of the procurement process if the Bidder’s combined score for the Quality Questions Document as set out at APPENDIX 4 and the Pricing Schedule as set out at APPENDIX 5 is such that they shall not be able to win the Contract even if they were to get maximum marks for the Interview.

13. Completion of APPENDIX 5 - YH ATS - Pricing Schedule

- 13.1. The Tenderer is invited to price the relevant tabs within the **APPENDIX 5 - YH ATS - Pricing Schedule**. This has been provided in excel format and must be returned in excel format.
- 13.2. Tenderers should note that the figures shown on the Calculations tab are for evaluation purposes and may not be reflective of the actual volume of work. Therefore, the total Tender Sum is not a guaranteed of the contract value in any way.
- 13.3. The rates stated as tendered by the Tenderers, are fixed until 18th May 2026. For complete clarity the first uplift will be applied on 19th May 2026 or the 3-year anniversary of the Contract Start date, whichever is the later. This may be subject to change but base index shall be the date on which the Contract commences.
- 13.4. For clarity the Tenderers submitted rates shall be fixed for the initial 3 year term.
- 13.5. The first uplift shall either be limited to a maximum of the prevailing CPI rate at the time of review, published by the Office for National Statistics or capped at 5%.
- 13.6. The request for the proposed first uplift shall be made in writing 3 months in advance of the anniversary of the contract commencement date
- 13.7. YH will review applications for price increases outside of the fixed price period where evidence of supply-chain price increases are provided, including any steps taken by the Tenderer to reduce the impact for YH.

- 13.8. Where additional information has been requested this needs to be completed.
- 13.9. The pricing matrix is split into the following sections:
- 13.9.1. Implementation Costs
 - 13.9.2. Annual Charge for ATS Core Solution (Licence/ user association costs)
 - 13.9.3. Training costs
 - 13.9.4. Running Costs
 - 13.9.5. Consultancy Costs
 - 13.9.6. Module Costs
 - 13.9.7. End of contract Costs
 - 13.9.8. Additional Costs
- 13.10. The Tenderer shall include in their rates the following:-
- 13.10.1. Compliance with this ITT and all Appendices.
 - 13.10.2. All costs in relation to the employment of labour.
 - 13.10.3. Any necessary equipment, systems, materials, etc required to deliver the service.
 - 13.10.4. All necessary IT systems and technology and interfaces required to deliver the Contract
 - 13.10.5. Any licences required to deliver the Service.
 - 13.10.6. Any mobilisation costs.
 - 13.10.7. Adequate supervision.
 - 13.10.8. Overheads and profit.
 - 13.10.9. Any travelling time and transport.
- 13.11. The completed tabs will form part of the price framework and will be contractually binding. The tabs will be used by YH to value all future works and any variations.
- 13.12. Further information on each of the sections is provided below.

13.12.1. Implementation Costs

- a) This section is made up of 6 items and will allow YH to understand the full implementation cost.
- b) Not all questions may need a cost due to the cost being attributed in the main set up cost.
- c) As a minimum you must provide a cost to the 1st item in this section.
- d) If you have not placed a response to the 2nd, 3rd, 4th and 5th item you must identify where this cost has been attributed to.
- e) If you have noted any other pertinent costs that have not been identified for set up that you will charge for, this needs to be highlighted in the 6th item.
- f) YH will not consider any requests for additional costs associated with mobilisation and IT integration that have not been identified in this section.

13.12.2. Licence and User Associated Costs

- a) This section is made of 5 items and will allow YH to understand the costs in relation to platform, licencing and hosting.
- b) Not all questions may need a cost due to the cost being attributed in the main platform or licencing cost.
- c) As a minimum you must provide a cost to the 1st and / or 2nd item in this section.
- d) If you have not placed a response to the 3rd and 4th item you must identify where this cost has been attributed to.
- e) If you have noted any other pertinent costs that have not been identified for licencing that you will charge for, this needs to be highlighted in the 4th item.

13.12.3. Training Costs

- a) This section is broken down into 7 items and highlights YH training requirements.
- b) This section is broken down into two elements so YH can consider pricing for face to face training and training hosted on a virtual platform. Please note YH will follow all guidelines when the training will actually take place.
- c) For the purposes of evaluation, the face to face training sessions will be used. The pricing for both will be used contractually.
- d) The 1st, 2nd and 3rd items along with the 5th, 6th and 7th need to be completed.
- e) For the avoidance of doubt the Panel Leaders and Members are members of staff who carry out shortlisting.
- f) If you have noted any other pertinent costs that have not been identified for training that you will charge for, this needs to be highlighted in the 4th item.

13.12.4. In Life Costs

- a) This section is broken down into 2 items and will allow YH to understand costs surrounding support and updates.
- b) If you have not placed a response to the 1st item you must identify where this cost has been attributed to.

- c) If you have noted any other pertinent costs that have not been identified for training that you will charge for, this needs to be highlighted in the 2nd item.

13.12.5. Consultancy Costs

- a) This section is broken down into 2 main items and will allow H to understand costs surrounding additional consultancy rates. The reason why it is broken down into 2 items is that some Tenderers may have a single day rate for consultancy and others may have a rate per role. The Tenderer is to either place a single consultancy day rate or
- b) Where a Tenderer has a single consultancy day rate this will be used as the figure in the calculation.
- c) Where the Tenderer has identified day rates by roles YH will use 3 days based on the Developer Rate and 2 days on Graphic Designer in the calculation.
- d) If a Tenderer fills in both sections YH will use the higher figure as part of their calculation.
- e) If a Tenderer highlights additional roles these will not be used as part of the calculation but will remain contractual.

13.12.6. Additional Costs

- a) This section is for Tenderers to highlight and additional costs to their solution that have not been identified in the other elements.
- b) YH will use these as part of the overall calculation.

13.12.7. End of Contract Costs

- a) This section may not apply at all Tenderers but for the avoidance of doubt YH would like to understand if there are any costs in retrieving data at the end of the contract.
- b) If there is no cost please identify where this cost is attributed to.

13.12.8. Module Costs

- a) YH requires all modules in line with the specification to be included in the platform cost. This section is to highlight any additional module costs that sit outside the proposed platform and licence costs.
- b) If there are no additional costs YH will assume all costs relating to the specification are included.
- c) The list of modules are a guide and the Tenderers are allowed to add new lines if required.