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Planning

## **NHSBSA Colleague Time Management RFI**

NHS Business Services Authority

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-000512

Procurement identifier (OCID): ocds-h6vhtk-04ce3e

Published 8 January 2025, 1:59pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

NHS Business Services Authority

Stella House, Goldcrest Way, Newburn Riverside

Newcastle upon Tyne

NE15 8NY

#### **Contact**

Commercial Services

#### **Email**

[nhsbsa.commercialservicesteam@nhsbsa.nhs.uk](mailto:nhsbsa.commercialservicesteam@nhsbsa.nhs.uk)

#### **Country**

United Kingdom

#### **Region code**

UKC22 - Tyneside

**Internet address(es)**

Main address

<https://www.nhsbsa.nhs.uk/>

Buyer's address

<https://www.nhsbsa.nhs.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

NHSBSA Colleague Time Management RFI

#### **II.1.2) Main CPV code**

- 72212450 - Time accounting or human resources software development services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The purpose of this Prior Information Notice (PIN) is to inform organisations of a supplier Pre-Market Engagement exercise (PME). The PME is related to the procurement and contract for the provision of a Colleague time Management System ,the main purpose for our CTMS is to support internal users in the following areas of time management:

- Recording working hours
- Recording flexi leave
- Recording overtime

The CTMS also assists users in the following areas of time management. That said, our Electronic Staff Record (ESR) is also used to facilitate time management in these areas:

- Recording annual leave
- Recording sickness absence
- Recording special leave
- Recording other leave such as volunteering leave

It is currently not used to track the time spent on tasks colleague complete during their working hours for the purpose of internal financial costings. Instead, various local tools are used within the organisation to facilitate time recording for financial costings and other purposes at present. The NHSBSA invites you to participate in an RFI for a Colleague Time Management System to further the NHSBSAs understanding of the market.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

## **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems

## **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

## **II.2.4) Description of the procurement**

This is a pre-market-engagement exercise. At this stage we are sharing our knowledge and high level requirements in relation to our Colleague Time Management System. Interested parties must register an interest and further details are available via <https://health-family.force.com/s/Welcome>. The opportunity reference is C329127. RFI documentation will be issued through the Health Family Portal Wednesday 8th January 2025.

As part of the pre-market engagement there will be a supplier webinar, which will be held at 11am on the 20th January 2025 . Interested parties must register an interest in the supplier webinar through the Health Family Portal by 3pm on the 16th January 2025.

The RFI response is due 12 noon 7th February 2025.

<https://atamis-1928.my.site.com/s/Welcome>

## **II.3) Estimated date of publication of contract notice**

8 January 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

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## **Section VI. Complementary information**

### **VI.3) Additional information**

This is a pre-market-engagement exercise. It is not an invitation to tender or invitation to offer an agreement and will not result in an award of a contract. If you do not wish to take part in this RFI exercise, it will not affect any current or future business with the NHSBSA. Participation in this RFI exercise will not qualify you to provide any services or products to the NHSBSA and will not guarantee an invitation to submit an offer as part of any future procurement exercise. The NHSBSA will not accept any liability for costs incurred by you in participating in this RFI exercise.

This invitation has been published on the Find my Tender Service and on Contracts Finder.