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Tender

HR Management and Payroll Solution

The Royal Borough of Windsor and Maidenhead Council

F02: Contract notice

Notice identifier: 2022/S 000-003752

Procurement identifier (OCID): ocds-h6vhtk-031543

Published 9 February 2022, 3:26pm

Section I: Contracting authority

I.1) Name and addresses

The Royal Borough of Windsor and Maidenhead Council

Town Hall, St Ives Road

MAIDENHEAD

SL61RF

Contact

RBWM Procurement

Email

procurement@rbwm.gov.uk

Telephone

+44 1628796074

Country

United Kingdom

NUTS code

UKJ11 - Berkshire

Internet address(es)

Main address

<https://www.rbwm.gov.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://public.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://public.bravosolution.co.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

HR Management and Payroll Solution

Reference number

785

II.1.2) Main CPV code

- 48450000 - Time accounting or human resources software package

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Royal Borough of Windsor and Maidenhead (RBWM) requires an integrated, hosted HR Management and Payroll software (HRMS) which addresses all its needs for workforce management. The required functionalities of the software are defined in the Specification (Annex A).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

II.2.4) Description of the procurement

The Royal Borough of Windsor and Maidenhead (RBWM) requires an integrated, hosted HR management and payroll software (HRMS) which addresses all its needs for workforce management. The required functionalities of the software are defined in the Specification within the ITT documents. The HR service customer base covers c4,500 employees, c600 are core RBWM staff, the rest are partner organisations, LEA schools and academies. The key objective of the service is to provide an intuitive, streamlined, technology-based system to support employees and managers. This is underpinned by a large amount of regular management information which helps drive and shape the organisations' business.

RBWM HR Services runs 15 payrolls over two monthly pay days. Currently the majority of permanent transactions are processed via our internal HR and payroll team, with the majority of temporary input being processed by either employees or site administrators. The service supports a range of different terms and conditions (including both salary scales and spot salaries), across a number of employers (Customers), including national, schools and teachers as well as local terms and conditions. Subsequently there are also a range of pension providers that are processed including Teachers Pension, NHS, LGPS (multi providers) and Scottish Widows.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

After the initial duration, there is an option to extend for further 3 years (at annual intervals)

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As per the ITT documents which are on <https://public.bravosolution.co.uk>

Info on How to Express an Interest in This Tender:

Project Ref_ 785 (HR and Payroll Solution) (ITT ref 1658)

Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal <https://public.bravosolution.co.uk/web/login.html> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure).

For further guidance on how to register on The Public Sector Procurement Portal hosted by Bravo Solution you can watch the video available via the following link - http://www.screencast.com/t/o6NHgMNjnf?_ncp=1502113290076.897-1 Please note that despite the Bravo Advantage 16 branding the instructions and guidance in the video are correct and apply to the Public Sector Procurement Portal.

Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.

Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or

contact the eTendering help desk on 0800 069 8630 or email help@bravosolution.co.uk

III.1.2) Economic and financial standing

List and brief description of selection criteria

As per the ITT documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

11 March 2022

Local time

1:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

11 March 2022

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

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VI.4) Procedures for review

VI.4.1) Review body

Royal Borough of Windsor and Maidenhead

St Ives Road

Maidenhead

SL6 1RF

Email

procurement@Rbwm.gov.uk

Country

United Kingdom