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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): ocids-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](mailto: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

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## **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](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](mailto:help@bravosolution.co.uk)

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

As per the ITT documents

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## **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

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## 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](mailto:procurement@Rbwm.gov.uk)

Country

United Kingdom