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Planning

HR and Payroll Solution

London School of Hygiene & Tropical Medicine

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-003967

Procurement identifier (OCID): ocids-h6vhtk-0296e7

Published 26 February 2021, 10:56pm

Section I: Contracting authority

I.1) Name and addresses

London School of Hygiene & Tropical Medicine

Keppel Street

London

WC1E 7HT

Email

caroline.chipperfield@lshtm.ac.uk

Country

United Kingdom

NUTS code

UKI31 - Camden and City of London

Internet address(es)

Main address

<https://lupc.bravosolution.co.uk/web/login.shtml>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR and Payroll Solution

Reference number

LSHTM-2021-08

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

HR and Payroll Solution

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72212450 - Time accounting or human resources software development services

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

II.2.4) Description of the procurement

London School of Hygiene and Tropical Medicine (LSHTM) is issuing this PIN to gather current market information for an integrated HR & Payroll solution. LSHTM's current platform is Zellis ResourceLink, implemented in 2011. Due to changes in business requirements and acquisition of global workforce, LSHTM will potentially require a system with global capabilities.

The solution is primarily required to cater for users within the UK, but with the potential for additional staff located in Africa (specifically Uganda and The Gambia) for 4500 approximately in total. It is expected to have the capability for managing a complete employee lifecycle from onboarding to offboarding in compliance with statutory requirements.

LSHTM is inviting interested suppliers to participate in a pre-market engagement to inform understanding of the market, and to assist with the development of the ITT documentation.

In addition, LSHTM is seeking reassurance that its existing and future requirements can be met, inclusive of ongoing support and maintenance.

The HR & Payroll solution must include the following configurable modules:

- Core HR Module
- Core Payroll Module
- Self-Service

- Talent Management
- Training Management
- Leave / Absence Management
- Business Intelligence / Analytics
- Public Sector Returns (i.e. HESA, USS, REF, etc)
- Document Management
- Additional Modules (workflows, notifications, alerts, triggers, scheduling).

In addition, the technical requirements must include the capability for integration/interfacing with the current business systems such as Unit 4 Agresso, IDM, CRIS, Elements and the access control system. Suppliers should endeavour to provide a high-level estimate of the system cost over the initial 5 year period, inclusive of implementation and running costs, based on their prior experience delivering within a Higher Education environment.

The information gathered in this PIN process is for information only, and will be used for informational and planning of the procurement process which is due to commence circa July 2021.

II.2.14) Additional information

To express an interest in this requirement you will need to register with the LSHTM tendering portal <https://lupc.bravosolution.co.uk/web/login.shtml>.

Once you have registered you can access the project using the project number - project_2022

II.3) Estimated date of publication of contract notice

30 July 2021

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: Yes

Section VI. Complementary information

VI.3) Additional information

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