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Tender

## **Ceredigion - Provision of an Integrated HR & Payroll Software System**

Cyngor Sir Ceredigion County Council

F02: Contract notice

Notice identifier: 2024/S 000-005001

Procurement identifier (OCID): ocds-h6vhtk-043a39

Published 14 February 2024, 4:47pm

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

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

Cyngor Sir Ceredigion County Council

Canolfan Rheidol, Rhoddfa Padarn

Aberystwyth

SY23 3UE

#### **Email**

[ymholiadau.caffael@ceredigion.gov.uk](mailto:ymholiadau.caffael@ceredigion.gov.uk)

#### **Telephone**

+44 1545570881

#### **Country**

United Kingdom

#### **NUTS code**

UKL1 - West Wales and the Valleys

**Internet address(es)**

Main address

<http://www.ceredigion.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0491](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0491)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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://etenderwales.bravosolution.co.uk/web/login.shtml>

**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**

Ceredigion - Provision of an Integrated HR & Payroll Software System

Reference number

itt\_107857

#### **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**

Ceredigion County Council is looking to procure an integrated HR and payroll services software solution. This sophisticated software should have the capability of supporting a range of processes across the employee lifecycle. Further, it should support us in maintaining streamlined processes, increase productivity, increase automation, reduce errors, speed up processes, ensure compliance, support the organisation in making data-driven decisions and enhance employee experiences.

#### **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
- 48219300 - Administration software package
- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKL1 - West Wales and the Valleys

Main site or place of performance

Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion SY23 3UE

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

Ceredigion County Council is looking to procure an integrated HR and payroll services software solution. This sophisticated software should have the capability of supporting a range of processes across the employee lifecycle. Further, it should support us in maintaining streamlined processes, increase productivity, increase automation, reduce errors, speed up processes, ensure compliance, support the organisation in making data-driven decisions and enhance employee experiences.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 30%

Price - Weighting: 70%

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

Start date

3 June 2024

End date

2 June 2027

This contract is subject to renewal

Yes

Description of renewals

After the initial 3 year contract period there are 2 options to extend on a 12 month + 12 month basis. The full contract term if both options are exercised will be 5 years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement 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: Yes

### **IV.2) Administrative information**

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

Date

29 March 2024

Local time

12:00pm

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

English, Welsh

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

29 March 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=139077](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=139077)

(WA Ref:139077)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom