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Tender

HR and Payroll Services for the Royal Academy of Music

Ensemble Purchasing

F01: Prior information notice

Call for competition

Notice identifier: 2021/S 000-007368

Procurement identifier (OCID): ocids-h6vhtk-02a439

Published 9 April 2021, 12:06pm

Section I: Contracting authority

I.1) Name and addresses

Ensemble Purchasing

Shropshire House, 179 Tottenham Court Road, Fitzrovia

London

W1T 7NZ

Contact

Rick Price

Email

r.price@ensemblepurchasing.ac.uk

Telephone

+44 2073072761

Country

United Kingdom

NUTS code

UKI31 - Camden and City of London

National registration number

Ensemble Purchasing

Internet address(es)

Main address

<https://www.ensemblepurchasing.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/81165>

I.3) Communication

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

https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=37441&B=LUPC

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=37441&B=LUPC

Tenders or requests to participate must be submitted to 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 Services for the Royal Academy of Music

Reference number

EP111

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Academy requires a single system to manage HR and Payroll. The successful supplier is expected to be awarded a contract for a five-year period, with options to extend annually for a further term of five years subject to satisfactory performance by the successful supplier and on going requirements of the Academy. It is anticipated the system will be in place for ten years. The system will support managing 600 staff and paying 1000-1200 personnel. It will support, replace and enhance current business processes. Our detailed statement of requirements is set out in Appendix A.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48450000 - Time accounting or human resources software package

- 72212450 - Time accounting or human resources software development services
- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- UKI32 - Westminster
- UKI31 - Camden and City of London

Main site or place of performance

London

II.2.4) Description of the procurement

The Academy requires a single system to manage HR and Payroll. The successful supplier is expected to be awarded a contract for a five-year period, with options to extend annually for a further term of five years subject to satisfactory performance by the successful supplier and on going requirements of the Academy. It is anticipated the system will be in place for ten years. The system will support managing 600 staff and paying 1000-1200 personnel. It will support, replace and enhance current business processes. Our detailed statement of requirements is set out in Appendix A.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £500,000

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

the contract maybe extended for a further 60 months

II.2.13) Information about European Union Funds

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

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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 expressions of interest

Date

10 May 2021

Local time

5:00pm

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

English

IV.2.5) Scheduled date for start of award procedures

15 October 2021

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/courts>