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Planning

## **Supply, Installation & Maintenance Of A Human Resource Information & Payroll System**

Perth College UHI

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-008009

Procurement identifier (OCID): ocds-h6vhtk-0325e3

Published 24 March 2022, 1:37pm

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

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

Perth College UHI

Crieff Road

Perth

PH1 2NX

#### **Email**

[dmatthew@apuc-scot.ac.uk](mailto:dmatthew@apuc-scot.ac.uk)

#### **Telephone**

+44 1738877000

#### **Country**

United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<http://www.perth.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00464](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00464)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Other type

Education

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Supply, Installation & Maintenance Of A Human Resource Information & Payroll System

Reference number

CS-PC-20438

#### **II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Perth College UHI will be going out to Tender for their HR and Payroll System. We are looking for a holistic system which provides all aspects of HR Management and Payroll, including but not limited to Recruitment, Contract Management, Training & Development, Performance Management, Payroll and Timesheets.

Below is an overview of some of the specific HR requirements needed within the chosen system:

- Ability to support all elements of multiple posts for individuals, including holiday entitlement and absence tracking bringing into one pay record all evidenced separately on payslips
- Ability to calculate pro-rated salary and annual leave for those who work different number of weeks per year
- Ability to support multiple cost centres against the establishment
- Ability to support more than one Establishment
- User-friendly Employee/Management Self Service function
- Ability to support multi-level verification

-Ability to support training events and training requests from employees which go through a verification process including Managers and HR for approval of costing

-Ability to report on all areas of the system without restrictions

-Ability to support multiple Salary Grades/Spine Points/Pay Protection/Spot Salary

-Ability to support multiple Terms and Conditions

-Ability to support the logging, calculating, approval and processing of timesheets which will need to include the ability to recognise enhanced rates of pay depending on when the hours are work/overtime.

### **II.1.5) Estimated total value**

Value excluding VAT: £200,000

### **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
- 72261000 - Software support services
- 48611000 - Database software package
- 48190000 - Educational software package
- 48450000 - Time accounting or human resources software package
- 79211110 - Payroll management services

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

NUTS codes

- UKM77 - Perth & Kinross and Stirling

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

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### **II.3) Estimated date of publication of contract notice**

31 May 2022

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## **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

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## **Section VI. Complementary information**

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

This notice is to gauge interest and requires a response via the PCS post-box by completing the additional spreadsheet and submitting via the PCS system.

Please complete CS-PC-20438-Supplier Contact Details

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=688017](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=688017).

(SC Ref:688017)