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Tender

HR and Payroll Management System

Ark Housing Association

F02: Contract notice

Notice identifier: 2025/S 000-008335

Procurement identifier (OCID): ocds-h6vhtk-04ea79

Published 7 March 2025, 12:19pm

Section I: Contracting authority

I.1) Name and addresses

Ark Housing Association

3 Lochside Way

Edinburgh

EH12 9DT

Email

admin@arkha.org.uk

Telephone

+44 1314479027

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.arkha.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA27685

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://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Other activity

Housing & Adult Social Care

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR and Payroll Management System

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Provision of an integrated Payroll and Human Resources Management System with an inhouse payroll team and provision to link to the organisation's scheduling system.

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
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

This tender is for the provision of an integrated Payroll and Human Resources Management

System with an inhouse payroll team and provision to link to the organisation's scheduling system.

Appendix G provides more detailed information on the System Requirements.

II.2.5) Award criteria

Quality criterion - Name: Product features / Weighting: 20

Quality criterion - Name: Product/System integration / Weighting: 10

Quality criterion - Name: Resourcing of contract / Weighting: 10

Quality criterion - Name: Account management / Weighting: 10

Quality criterion - Name: Added value and innovation / Weighting: 10

Quality criterion - Name: Knowledge and understanding of the brief / Weighting: 5

Quality criterion - Name: Knowledge and understanding of the sector / Weighting: 5

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option for a 2 year contract extension, taking the total length of the contract to 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

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

The relevant selection criteria is included in the SPD module of this procurement exercise.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria is included in the SPD module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria is included in the SPD module.

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

7 April 2025

Local time

12:00pm

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

English

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

Tender must be valid until: 7 July 2025

IV.2.7) Conditions for opening of tenders

Date

7 April 2025

Local time

12:00pm

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: 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=792674.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:792674)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=792674

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom