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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](mailto: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](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

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## **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

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## **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.

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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

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

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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: 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](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](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](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

