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Tender

Rooftop Housing Group - Provision of a HR and Payroll System

Rooftop Housing Group

F02: Contract notice

Notice identifier: 2021/S 000-008546

Procurement identifier (OCID): ocds-h6vhtk-02a8d3

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Section I: Contracting authority

I.1) Name and addresses

Rooftop Housing Group

70 High Street,

Evesham

WR11 4YD

Contact

Patricia Conway

Email

pconway@pfh.co.uk

Country

United Kingdom

NUTS code

UKG1 - Herefordshire, Worcestershire and Warwickshire

Internet address(es)

Main address

www.rooftopgroup.org

Buyer's address

<https://in-tendhost.co.uk/procurementforhousing>

I.3) Communication

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

<https://in-tendhost.co.uk/procurementforhousing>

Additional information can be obtained from the above-mentioned address

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

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Rooftop Housing Group - Provision of a HR and Payroll System

Reference number

PfHCon/00000220

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

Rooftop Housing Group wish to appoint an experienced service provider to provide and implement a fit for purpose HR and Payroll system which will be utilised across the organisation. Full details related to the scope of services to be procured are included within Document B – Tender Requirements and Specification of the Invitation to Tender document pack. It is intended that the contract established following the procurement will run for a maximum term of seven years and will incorporate an optional break clause at the end of year five. The estimated contract value for the maximum seven-year period including set-up and implementation is £228,000 (exc VAT). Rooftop Housing Group will utilise service provider terms and conditions and reserve the right to agree the final terms and conditions with the successful provider. Procurement for Housing have been appointed by Rooftop Housing Group to facilitate this tendering exercise.

II.1.5) Estimated total value

Value excluding VAT: £228,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 48450000 - Time accounting or human resources software package
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKG1 - Herefordshire, Worcestershire and Warwickshire

II.2.4) Description of the procurement

As per section — II.1.4) Short description.

II.2.5) Award criteria

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

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

Duration in months

84

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

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

As detailed in the procurement documentation.

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 tenders or requests to participate

Date

24 May 2021

Local time

4:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

7 June 2021

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tender for new contract will be 6 - 12 months in advance of contract end date.

VI.3) Additional information

Formed in 1994, Rooftop Housing Group have since helped people in housing need get a safe, secure, and appropriate home. The organisation is at the heart of the communities in which they operate, having over 6,500 homes in South Worcestershire and North Gloucestershire making some vibrant communities.- Purpose - Our most powerful asset is our purpose, which illuminates everything we do and fires our passion and commitment.- Mission - We build great homes and support successful lives by being a better business.- Values - Everything we do, for our customers and for each other, is underpinned by our values. Further information can be found on the organisation's website - <https://www.rooftopgroup.org/>.

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Rooftop Housing Group will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 (SI2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales, and Northern Ireland).