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Tender

HR Software Solution (SaaS)

Trust Housing Association Ltd

F02: Contract notice

Notice identifier: 2022/S 000-009512

Procurement identifier (OCID): ocds-h6vhtk-032bc3

Published 8 April 2022, 2:54pm

Section I: Contracting authority

I.1) Name and addresses

Trust Housing Association Ltd

12 New Mart Road

Edinburgh

EH14 1RL

Contact

Procurement Manager

Email

sharonsi@trustha.org.uk

Telephone

+44 1314443251

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11262

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

www.publiccontractsscotland.gov.uk/Default.aspx

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk/Default.aspx

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR Software Solution (SaaS)

Reference number

FP-21-028

II.1.2) Main CPV code

- 72212450 - Time accounting or human resources software development services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of a software as a service solution for human resources management activities.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72212450 - Time accounting or human resources software development services
- 79414000 - Human resources management consultancy services
- 72210000 - Programming services of packaged software products
- 72268000 - Software supply services

II.2.3) Place of performance

NUTS codes

- UKM7 - Eastern Scotland

II.2.4) Description of the procurement

Trust Housing Association is seeking to procure and implement a cloud-based SaaS solution for Human Resource Management for approximately 720 employees with scope for additional employees over the life of the contract. The software solution should encompass core business requirements to include, but will not be limited to: Employee Record Management, Recruitment and applicant tracking, self service for employees and line managers, absence management and reporting. Full specification details are contained with the ITT procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Quality & Technical Capability / Weighting: 70

Price - Weighting: 30

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

Up to 36 months for contract extensions. Further renewals will be considered.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Trust Housing Association may seek to develop the software over the term of the contract with the addition of further service modules and/or upgrades to the existing SaaS solution.

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

List and brief description of selection criteria

SPD Q.4B.1.1 Bidders will be required to have a minimum 'general' yearly turnover of 100 000 GBP for the last 2 years: Please provide annual accounts for the relevant 2 years.

SPD Q.4B.5.1 Please provide evidence of insurance levels listed below.

All suppliers submitting a bid for this tender must submit a completed SPD document as part of their submission.

Minimum level(s) of standards possibly required

SPD Q.4B.1.1 Suppliers must demonstrate the following financial capacity over the last 2 years: Turnover of 100 000 GBP per annum over last 2 financial years.

SPD Q.4B.5.1. It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers Liability Insurance: 5 000 000 GBP.

Professional Indemnity Insurance: 2 000 000 GBP.

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

10 May 2022

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: 10 August 2022

IV.2.7) Conditions for opening of tenders

Date

10 May 2022

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 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=687977.

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:687977)

Download the ESPD document here:

[\[\[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=687977\]\]](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=687977)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom