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Planning

## HR Finance System

Barcud Shared Services

BRON AFON COMMUNITY HOUSING LIMITED

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-009726

Procurement identifier (OCID): ocids-h6vhtk-04ee08

Published 17 March 2025, 3:38pm

## Scope

## Reference

BAF25005

## Description

Prior Information Notice (PIN) for HR & Payroll System for Housing Association

Title: BAF 25005 - Procurement of an Integrated HR & Payroll system for a housing association/registered social landlord.

Organisation: Bron Afon Community Housing

Publication Date: 13/03/2025

### 1. Introduction

Bron Afon, which is a social housing association, is seeking to procure a new HR &

Payroll system to replace our existing solution. This new system will provide like-for-like functionality while introducing improvements to enhance efficiency, user experience, and compliance.

## 2. Scope of the Requirement

The new system must offer the following functionalities:

Core HR functions (employee records, absence management, recruitment, etc.).

Payroll processing, including compliance with UK payroll regulations, flexible to allow alignment to internal policies, ability to provide a variety of payment types

Data Security and Compliance: Adherence to data protection regulations and high standards of security.

User-Friendly Interface: The system should have an intuitive interface accessible to various user levels across the organisation.

Scalability and Flexibility: Capability to grow with the organisation's needs and accommodate future system integrations if required.

Self-service functionality for employees and managers.

Integration with existing finance and reporting systems.

Improved automation and reporting capabilities.

All systems will be assessed against a more in-depth set of requirements and standards following shortlisting for demos.

System needs to be integrated and allow workflows across business and remove the need for duplicate entry of data

Ability to roll back a payroll period whereby errors are identified

Ability to integrated with direct workforce applications such as Total mobile to allow us to capture out of hours work electronically

Ability to data load pay increases at scale

Report function

Salary forecasting tool

#### 4. Current System

Bron Afon Community Housing currently uses an on-premise Civica HR & Payroll system. This software is reaching its end of life and needs to be imminently replaced.

#### 5. Indicative Timeline

The main procurement constraint that we have is due to the HRP Windows software reaching end of life in March 2026. This means that the intention would be to procure and implement the new HR & Payroll system by December 2025, in time for us to do a parallel run of both old and new systems to ensure successful payroll before Year End period 25/26. We would therefore appreciate supplier information on timescales for implementation of their system and how achievable our indicative timeline is and any other constraints we need to consider with this timeline.

PIN Publication Date: 13/03/2025

PIN Duration: 3 Weeks

#### 5. Supplier Engagement

Bron Afon invites suppliers with experience in delivering integrated HR & Payroll systems for housing associations or similar sectors to register their interest. Pre-tender market engagement activities will include supplier workshops and demos/consultations to gather insights on current solutions and best practices.

#### 6. Contact Information

For further information or to express interest, please use the S2W Function.

Please note that this is a prior information notice only and does not constitute a formal tender or invitation to tender.

#### **Contract dates (estimated)**

- 14 April 2025 to 17 March 2026
- Possible extension to 17 March 2027
- 1 year, 11 months, 4 days

## **Main procurement category**

Services

## **CPV classifications**

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support
- 79400000 - Business and management consultancy and related services

## **Contract locations**

- UK - United Kingdom

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## **Engagement**

### **Engagement deadline**

3 April 2025

### **Engagement process description**

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## Participation

### Particular suitability

Small and medium-sized enterprises (SME)

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## Submission

### Publication date of tender notice (estimated)

3 April 2025

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## Contracting authorities

### Barcud Shared Services

- Companies House: 12136070

2 Alexandra Gate Ffordd Pengam

Cardiff

CF24 2SA

United Kingdom

Contact name: Brad Richards

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Website: <https://www.barcudsharedservices.org.uk/>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

Devolved regulations that apply: Wales

## **BRON AFON COMMUNITY HOUSING LIMITED**

- Companies House: IP30235R

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United Kingdom

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Website: <https://www.bronafon.org.uk/>

Region: UKL16 - Gwent Valleys

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

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Devolved regulations that apply: Wales

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## Contact organisation

Contact [Barcud Shared Services](#) for any enquiries.