

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013612-2021>

Tender

## **The supply and implementation of an Integrated HR and Payroll Solution**

Glyndwr University

F02: Contract notice

Notice identifier: 2021/S 000-013612

Procurement identifier (OCID): ocds-h6vhtk-02bc9f

Published 16 June 2021, 1:35pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glyndwr University

Plas Coch, Mold Road

Wrexham

LL11 2AW

#### **Email**

[arwel.staples@glyndwr.ac.uk](mailto:arwel.staples@glyndwr.ac.uk)

#### **Telephone**

+44 1978293188

#### **Fax**

+44 1978293188

#### **Country**

United Kingdom

**NUTS code**

UKL23 - Flintshire and Wrexham

**Internet address(es)**

Main address

[www.glyndwr.ac.uk](http://www.glyndwr.ac.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0288](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0288)

**I.3) Communication**

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

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

**I.4) Type of the contracting authority**

Other type

University

**I.5) Main activity**

Education

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The supply and implementation of an Integrated HR and Payroll Solution

Reference number

AS/KT/31052021

#### **II.1.2) Main CPV code**

- 48450000 - Time accounting or human resources software package

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The University wishes to procure a fully integrated, cloud-based, HR and Payroll system which is accessible by all employees and empowers managers through access to team data via self-service.

An integrated HR and Payroll solution is required to support core human resources and payroll administrative processes, provide self-service for employees and managers and support HR policy and guidance and case management, covering the following areas:

Vacancy management, recruitment and selection

Organisational and employee data

Workforce management, analytics and planning

Engagement and development

Occupational health and safety

Benefits, pay and pensions

Leavers

Communication and correspondence

Statutory and internal reporting

An integrated HR and Payroll solution will:

Enable the University to improve process efficiency and rationalise existing systems

Enable at least 500 substantive, 80 sessional and 170 casual members of staff access and use relevant parts of the system

Provide employee and manager self-service and workflow functionality

Provide seamless and effective links between other corporate information systems

Allow the University to run up to 4 PAYE payrolls and multiple pensions for approx. 750 staff (including staff with multiple posts & pensions)

Allow the University to meet its obligations in respect to The Welsh Language Standards

#### **II.1.5) Estimated total value**

Value excluding VAT: £291,667

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 48451000 - Enterprise resource planning software package
- 72212450 - Time accounting or human resources software development services
- 79631000 - Personnel and payroll services

#### **II.2.3) Place of performance**

NUTS codes

- UKL23 - Flintshire and Wrexham

Main site or place of performance

Wrexham

#### **II.2.4) Description of the procurement**

The University wishes to procure a fully integrated, cloud-based, HR and Payroll system which is accessible by all employees and empowers managers through access to team data via self-service.

An integrated HR and Payroll solution is required to support core human resources and payroll administrative processes, provide self-service for employees and managers and support HR policy and guidance and case management, covering the following areas:

Vacancy management, recruitment and selection

Organisational and employee data

Workforce management, analytics and planning

Engagement and development

Occupational health and safety

Benefits, pay and pensions

Leavers

Communication and correspondence

Statutory and internal reporting

An integrated HR and Payroll solution will:

Enable the University to improve process efficiency and rationalise existing systems

Enable at least 500 substantive, 80 sessional and 170 casual members of staff access and use relevant parts of the system

Provide employee and manager self-service and workflow functionality

Provide seamless and effective links between other corporate information systems

Allow the University to run up to 4 PAYE payrolls and multiple pensions for approx. 750 staff (including staff with multiple posts & pensions)

Allow the University to meet its obligations in respect to The Welsh Language Standards

**II.2.5) Award criteria**

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

**II.2.6) Estimated value**

Value excluding VAT: £291,667

**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

Option to extend for a further 2 years (1 + 1)

**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

None

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the procurement documents

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

---

## **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

28 July 2021

Local time

12:00pm

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

English, Welsh

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

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

28 July 2021

Local time

12:00pm

Place

Glyndwr University

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: June 2026 or June 2028

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

As part of the Selection Criteria, Please provide details of up to three contract examples undertaken in the last 3 years, one of which should be for the supply and implementation of an integrated HR and Payroll solution within a UK Higher Education or UK Public Sector organisation. This is a pass/ fail requirement.

Please note bidders need to be aware of the University's obligations to comply with the Welsh Language Standards and ensure that their software solution will meet those obligations.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=111137](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=111137).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

(WA Ref:111137)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom