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Tender

Internally Hosted HR and Payroll IT System

Newark & Sherwood District Council

F02: Contract notice

Notice identifier: 2021/S 000-013655

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

Published 16 June 2021, 4:16pm

Section I: Contracting authority

I.1) Name and addresses

Newark & Sherwood District Council

Newark & Sherwood District Council, Brunel Drive

Newark

NG24 2EG

Contact

Mr Paul Williams

Email

pawilliams@melton.gov.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.newark-sherwooddc.gov.uk>

Buyer's address

<http://www.newark-sherwooddc.gov.uk>

I.3) Communication

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

<https://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Internally Hosted HR and Payroll IT System

Reference number

DN549579

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Newark and Sherwood District Council wishes to invite tenders for the supply of the provision of an internally hosted HR/Payroll system in order for the Council to monitor its establishment, pay its employees and maintain employee records.

The aims of the project are to appoint a provider to provide a system in order to pay all staff within the associated organisations and manage all associated HR records (to include new starters/training/disciplinary's etc).

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Council wishes to invite tenders for the supply of the provision of an internally hosted HR/Payroll system in order for the Council to monitor its establishment, pay its employees and maintain employee records

The aims of the project are to appoint a provider to provide a system in order to pay all staff within the associated organisations and manage all associated HR records (to include new starters/training/disciplinary's etc.).

Closing date for the submission of Tenders is 12:00noon on 30 July 2021.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £900,000

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

The Council proposes to enter into one contract for an initial period of 60 months with the preferred supplier, with an option to extend for a further two periods of 60 months, making 180 months in total.

Any proposed extension is subject to satisfactory performance by the supplier and in accordance with the Council's business requirements.

Any proposed extension to the contract will be agreed in writing between the Council and the supplier on the same terms and conditions as originally signed.

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 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

30 July 2021

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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

30 July 2021

Local time

12:00pm

Place

Electronically via the Pro Contract system.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Newark and Sherwood District Council

Castle House, Great North Road

Newark, Nottinghamshire

NG24 1BY

Country

United Kingdom

Internet address

<https://www.newark-sherwooddc.gov.uk/>

