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Planning

Payroll System

Plymouth Community Homes

F01: Prior information notice
Prior information only
Notice identifier: 2021/S 000-015064
Procurement identifier (OCID): ocds-h6vhtk-02c24c
Published 1 July 2021, 1:01pm

Section I: Contracting authority

I.1) Name and addresses

Plymouth Community Homes

Plumer House, Tailyour Road, Crownhill

Plymouth

PL6 5DH

Contact

Maria Schingen

Email

Maria.Schingen@plymouthcommunityhomes.co.uk

Telephone

+44 1752388349

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

http://www.plymouthcommunityhomes.co.uk/

Buyer's address

http://www.plymouthcommunityhomes.co.uk/

I.3) Communication

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

http://procontract.due-north.com/register

Additional information can be obtained from 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

Payroll System

Reference number

DN554013

II.1.2) Main CPV code

• 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

PCH are seeking to engage with experienced providers of HR and Payroll systems, please see details below.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

• 72000000 - IT services: consulting, software development, Internet and support

• 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

• UK - United Kingdom

II.2.4) Description of the procurement

This notice is raised as early market engagement and does not constitute a call for competition.

PCH are looking for an HR and Payroll system that can support our HR team and 650 multi-disciplinary employees. We would welcome contact from suppliers that can provide a comprehensive system and feedback on how their software supports the wide range of HR and payroll services. Our high level requirements are set out below:

Self Service

We are looking for a self-service system that can support both our citrix desktop and mobile working smartphone using employees using desktop and smartphone access/apps. The system should be able to support PCH to move suitable HR processes to a digital platform accessible across a range of devices.

Payroll

The system should provide a comprehensive payroll system for our in house payroll team that supports UK payroll legislation and HMRC processing. It should be able to support employees with multiple posts/split cost centre posts and provide electronic payslips/P60s via email/self-service application. The system will need to support multiple pension schemes.

HR

We require an HR system that can support all the necessary functions within a busy HR team. Configurable workflow should be available to support our processes and where appropriate provide automation. The HR system should work in conjunction with the payroll system but should allow the HR team to undertake functions outside of payroll processing without impacting payroll processing (e.g. on-boarding). We would like to hear how suppliers can support structure charts produced from the HR system.

Learning and Development and Appraisals

We provide a wide range of learning and development for our employees and would like a system that can support managers/employees booking onto courses through self=service, a digital appraisal system and the identification of structured training needs fed back through the appraisal process.

Reports

The system should provide a comprehensive suite of standard reports with the ability for HR/Payroll/Learning and Development users to easily modify existing reports or create custom reports.

Integration

We would be interested to hear what levels of integration suppliers can offer with various back office systems e.g. Outlook for leave appointments/back office systems/active directory.

For an intial discussion please contact us via the procontract facility or directly via PCHpurchasing@plymouthcommunityhomes.co.uk

II.3) Estimated date of publication of contract notice

4 January 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes