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Planning

## **HR and Payroll System**

Scottish Canals

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-015690

Procurement identifier (OCID): ocds-h6vhtk-03d34a

Published 2 June 2023, 12:45pm

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

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

Scottish Canals

Canal House, 1 Applecross Street

Glasgow

G4 9SP

#### **Contact**

Jamie Simpson Simpson

#### **Email**

[procurement@scottishcanals.co.uk](mailto:procurement@scottishcanals.co.uk)

#### **Fax**

+44 1413311688

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scottishcanals.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13122](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13122)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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**

Recreation, culture and religion

## **Section II: Object**

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

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

HR and Payroll System

Reference number

P22-0036

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

- 72260000 - Software-related services

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

Services

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

Scottish Canals is issuing this Prior Information Notice (PIN) to carry out market research and to gauge the number of potential service providers on the market with the ability to provide, implement, host, support, manage and maintain a cloud-based HR information and payroll system which provides all aspects of HR Management and Payroll, including but not limited to HR, Payroll, Recruitment and Time

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

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

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

- 72260000 - Software-related services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Canal House, Glasgow

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

Scottish Canals is responsible to the Scottish Government for the management and development of the Union, Monkland, Forth & Clyde, Crinan and Caledonian Canals. As well as the waterways themselves, Scottish Canals care for 251 bridges, 212 buildings, 256 locks, The Falkirk Wheel, The Kelpies and 19 water supply reservoirs in locations across Scotland. The Forth & Clyde, Union and Monkland canals in the Lowlands, the Crinan Canal in Argyll and the Caledonian Canal in the Highlands together extend over 137 miles from coast to coast, across country and into the cities of Edinburgh, Glasgow, and Inverness.

Scottish Canals is a non-government departmental body ( NGDB) and are publishing this Prior Information Notice (PIN) to carry out market research and to gauge the number of potential service providers on the market with the ability to provide, implement, host, support, manage and maintain a cloud-based HR information and payroll system which provides all aspects of HR Management and Payroll, including but not limited to HR, Payroll, Recruitment and Time for approximately 350 employees including casual and seasonal staff.

Initial Contract length to be 5yrs plus 2 years extension.

Below is an overview of some of the Scottish Canals' anticipated HR and payroll system requirements.

- ability to interface with the existing finance System Sage 300 and any other future finance systems as appropriate, Microsoft O365/Active Directory

-Ability to support all elements of multiple posts for individuals, including holiday entitlement and absence tracking bringing into one pay record all evidenced separately on payslips

- Ability to calculate pro-rated salary and annual leave for those who work different number of weeks per year

- Ability to support multiple cost centres against the establishment

- Ability to support more than one Establishment

- User-friendly Employee/Management Self Service function with the ability to create end to end workflows to automate employee data processing
- Ability to support multi-level verification
- Ability to support training events and training requests from employees which go through a verification process including Managers and HR for approval of costing, or to integrate with third party software designed for this purpose
- Ability to report on all areas of the system without restrictions
- Ability to support multiple Salary Grades/Spine Points/Pay Protection/Spot Salary
- Ability to support multiple Terms and Conditions
- Ability to support the logging, calculating, approval and processing of timesheets which will need to include the ability to recognise enhanced rates of pay depending on when the hours are work/overtime.
- Capability to customise HR/Payroll workflows and processes.
- Ability to interface with third party providers including Strathclyde Pension Fund& Scottish Widows
- Ability to integrate with external/third party HR/ Health & Safety software for the purpose of data sharing
- Robust system for employee recruitment, on-boarding and capability to manage employee records throughout the employment lifecycle up to and including departure from the - Ability to support workforce analytics and workforce planning/forecasting

#### **II.2.14) Additional information**

Scottish Canals would welcome any further information on systems available and demos to [procurement@scottishcanals.co.uk](mailto:procurement@scottishcanals.co.uk)

#### **II.3) Estimated date of publication of contract notice**

5 June 2023

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## **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

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## **Section VI. Complementary information**

### **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=722932](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=722932).

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