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Planning

HR System

West Yorkshire Fire and Rescue Authority

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

Notice identifier: 2025/S 000-016129

Procurement identifier (OCID): ocds-h6vhtk-05055e ([view related notices](#))

Published 22 April 2025, 9:46am

Scope

Reference

WYFRS0181

Description

The West Yorkshire Fire and Rescue Service (WYFRS) is inviting expressions of interest for an upcoming tender for a replacement HR System.

As the fourth-largest Fire and Rescue Service in the UK, WYFRS serves over 2.2 million people across 800 square miles, providing emergency coverage 24 hours a day, every day of the year. WYFRS employees approx. 1500 staff.

At this time, WYFRS is looking to assess the market's interest and its appetite to bid for and deliver this upcoming contract. A high-level overview of the key requirements is outlined below, although full details will be provided in the tender opportunity.

The solution will provide a streamlined approach, identifying and delivering effective support to WYFRS. A non-exhaustive overview of the core requirements is provided as

follows: Core HR Functionality, Recruitment & On-Boarding, Training Module, Absence & Leave Management, Multiple Appointments/Contract, Discipline & Grievance Management, Appraisals/Performance Reviews, Time & Attendance, Comprehensive Reporting, Integration With Third Party Systems, Data Migration, Staff Rota & Workforce Planning, Training and Change Management, Rostering - Workforce Planning and timesheets.

The tender is expected to be issued approximately September 2025. The contract term will last a minimum of 3 years, with options to extend for +1 + 1 year periods, bringing the total duration to a maximum of 5 years total.

The estimated costs for the full contract term is expected to be between £600,000.00 and £750,000.00.

The existing contract is due to expire February 2027. It is expected that the new contract may need to commence prior to this date depending on market feedback.

Suppliers interested in participating are invited to email their expression of interest to wayne.robinson@westyorksfire.gov.uk by Monday 19th May, and if possible, provide the following information:

- Main contact name, email, and phone number for follow-up communication.
- Any frameworks you are currently associated with or will be in the near future.
- Confirmation if you believe that the core requirements can be delivered through your proposed solution.
- Confirmation of your ability to bid within the specified time frame and that you have the capacity to deliver the contract over the full term, including implementation, testing & assurance, etc. by go live date February 2027.
- An indicative programme and the associated timescales e.g. implementation, testing & assurance, training etc.
- A link to a demonstration of your current solution.
- Feedback on the proposed budget.
- Feedback on the proposed contract length e.g. do you deem it as suitable.
- Expected invoicing methods.
- Expected costing model.

- Any additional comments or feedback based on the information provided.

Please note that this request for information (RFI) is not a call for competition. Further details will be made available in the official tender documents upon publication. The tender route is yet to be determined.

WYFRS reserve the right to discuss requirements with any supplier beyond this initial notice before any competitive tender process is undertaken.

We also recommend that you register with the West Yorkshire Fire and Rescue Service's E-Procurement system, 'In-tend,' at the following link: [In-tend portal](#). This will ensure that if a competitive tender procedure is undertaken, you will already have access to the documentation once live.

Total value (estimated)

- £600,000 excluding VAT
- £750,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 26 February 2027 to 26 February 2030
- Possible extension to 26 April 2032
- 5 years, 2 months, 1 day

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKE - Yorkshire and the Humber

Engagement

Engagement deadline

19 May 2025

Engagement process description

Suppliers interested in participating are invited to email their expression of interest to wayne.robinson@westyorksfire.gov.uk by Monday 19th May.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

1 September 2025

Procedure

Special regime

Concession

Contracting authority

West Yorkshire Fire and Rescue Authority

- Public Procurement Organisation Number: PYTC-9788-PZGW

FSHQ, Bradford Road, Birkenshaw

Bradford

BD112DY

United Kingdom

Email: wayne.robinson@westyorksfire.gov.uk

Website: <https://www.westyorksfire.gov.uk/>

Region: UKE44 - Calderdale and Kirklees

Organisation type: Public authority - sub-central government