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Tender

## **HR Management System**

University of Reading

F02: Contract notice

Notice identifier: 2022/S 000-016564

Procurement identifier (OCID): ocds-h6vhtk-034759

Published 16 June 2022, 2:42pm

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

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

University of Reading

Whiteknights House, Whiteknights

Reading

RG6 6UR

#### **Contact**

David Ashmore

#### **Email**

[procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)

#### **Telephone**

+44 1183788305

#### **Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/theuniversityofreading>

Buyer's address

<https://in-tendhost.co.uk/theuniversityofreading>

**I.3) Communication**

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

<https://in-tendhost.co.uk/theuniversityofreading>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/theuniversityofreading>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

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

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

HR Management System

Reference number

UOR-IT-22-083

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

- 72212100 - Industry specific software development services

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

Services

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

Please see tendering document pack for full details.3.1 The University is seeking to engage with an organisation to assist with its aim of implementing a Human Resources Management System (HRMS). The aim is to aggregate the current collection of HR system applications at the University of Reading into a unified system, that will:3.1.1 enable the production of an employee, worker, and small-scale client payroll that is HMRC compliant and can be operated both fortnightly and monthly3.1.2 enable core Human Resource management records to be kept and maintained with a date effective history3.1.3 provide a fully integrated recruiting solution that encompasses onboarding and reference checking.3.1.4 provide a fully integrated learning management solution that facilitates in-person, virtual and e-learning provisions3.1.5 provide a facility to produce contractual documents with an e-signature, that integrates storage and managed access.3.1.6 provide a facility for time and attendance re

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79631000 - Personnel and payroll services
- 79632000 - Personnel-training services
- 48100000 - Industry specific software package

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

NUTS codes

- UKJ11 - Berkshire

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

Please refer to full documentation

#### **II.2.5) Award criteria**

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

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

First contract duration - 10yrs  
1st extension - Up to 5 years  
2nd extension - Up to 5 years  
Total possible duration - 20 years

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

18 July 2022

Local time

11:00am

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

8 August 2022

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

University of Reading

Whiteknights House, Whiteknights

Reading

RG6 6UR

Email

[procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)

Telephone

+44 1183788305

Country

United Kingdom

Internet address

[www.reading.ac.uk/procurement](http://www.reading.ac.uk/procurement)

##### **VI.4.2) Body responsible for mediation procedures**

University of Reading

Whiteknights House, Whiteknights

Reading

RG6 6UR

Email

[procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)

Telephone

+44 1183788305

Country

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**VI.4.4) Service from which information about the review procedure may be obtained**

University of Reading

Whiteknights House, Whiteknights

Reading

RG6 6UR

Email

[procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)

Telephone

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