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Tender

## **Staff Rostering System**

ScotRail Trains Limited

F05: Contract notice – utilities

Notice identifier: 2022/S 000-016717

Procurement identifier (OCID): ocds-h6vhtk-0347f2

Published 17 June 2022, 3:32pm

### **Section I: Contracting entity**

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

ScotRail Trains Limited

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Email**

[kathleen.gay@scotrail.co.uk](mailto:kathleen.gay@scotrail.co.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<https://www.scotrail.co.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30589](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30589)

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

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

## **I.6) Main activity**

Railway services

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## **Section II: Object**

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

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

Staff Rostering System

Reference number

SR007

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

- 48000000 - Software package and information systems

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

Supplies

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

Implementation of a fully hosted and supported service to enable the efficient and effective management and production of rosters for all business areas, supporting day to day business operations. ScotRail currently has 5100 members of staff, approximately 4500 are rostered. Rosters require to be produced for various grades of staff including traincrew (drivers, conductors, ticket examiners), station staff and engineering staff. The management of staff rosters is handled at multiple sites across the ScotRail network. ScotRail requires a single system to support the recording of daily hours worked / lost for both rostered and non-rostered staff, allowing a real time overview of business performance and a consistent process for the company-wide management of employee time and attendance. Delivery of an intuitive solution that will support the digital transformation program, allowing process digitisation and automation to improve efficiency, enhance information security and reduce the time spent carrying out administrative tasks. Comprehensive reporting capability to allow the production of real-time data; improved business intelligence will support the delivery of business KPI's, accurate trend analysis, and help in identifying and mitigating risk.

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

This contract is divided into lots: No

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

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

- 48330000 - Scheduling and productivity software package
- 48450000 - Time accounting or human resources software package
- 48000000 - Software package and information systems

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

NUTS codes

- UKM - Scotland

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

Implementation of a fully hosted and supported service to enable the efficient and effective management and production of rosters for all business areas, supporting day to day business operations. ScotRail currently has 5100 members of staff, approximately 4500 are rostered. Rosters require to be produced for various grades of staff including traincrew (drivers, conductors, ticket examiners), station staff and engineering staff. The management of staff rosters is handled at multiple sites across the ScotRail network. ScotRail requires a single system to support the recording of daily hours worked / lost for both rostered and non-rostered staff, allowing a real time overview of business performance and a consistent process for the company-wide management of employee time and attendance. Delivery of an intuitive solution that will support the digital transformation program, allowing process digitisation and automation to improve efficiency, enhance information security and reduce the time spent carrying out administrative tasks. Comprehensive reporting capability to allow the production of real-time data; improved business intelligence will support the delivery of business KPI's, accurate trend analysis, and help in identifying and mitigating risk.

## **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

48

This contract is subject to renewal

Yes

Description of renewals

Initial term proposed to 31st March 2027 with potential for extensions up to 31st March 2032 - to be finalised through ITN stage

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

Envisaged minimum number: 2

Objective criteria for choosing the limited number of candidates:

Procedure is two stage with a PQQ as stage one, and bidders will be down-selected for the ITN stage - looking for a single supplier for the Rostering System so there will be limit to the number invited to ITN stage based on the PQQ outcome

### **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

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

To participate you must submit an electronic PQQ via the ScotRail Wax Sourcing System by the deadline. The system can be accessed here <https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx> and you should log in if you already have a registered account or register to create an account and log in to access the PQQ.

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

All criteria as stated with the PQQ documents

#### **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

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

All criteria as stated within the PQQ documents

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## **Section IV. Procedure**

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

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

Negotiated procedure with prior call for competition

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **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

20 July 2022

Local time

5:00pm

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

5 September 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: Yes

Estimated timing for further notices to be published: Proposed initial term is to 31st March 2027 with potential options to extend to 31st March 2032 - this contract may be re-tendered beyond these dates

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

ScotRail Trains Ltd is a wholly owned subsidiary of Scottish Rail Holdings Limited “SRH” (Company Number SC548826), which itself is wholly owned by the Scottish Ministers. SRT has been established to fulfil the Scottish Ministers’ obligation, under Section 30 of the Railways Act 1993 (as amended), to maintain the provision of rail services for the carriage of passengers. The use of this software could be extended to SRH or its other subsidiaries in the future.

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

To be explored at ITN stage but minimum requirements will be:

- Living Wage
- Diversity & Inclusion policies
- Promotion of local employment including Graduates & Apprenticeships where appropriate
- Sustainable practices & Environmental Management

- SME & Supported Business Engagement where appropriate

(SC Ref:695500)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom