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Tender

Human Resources Information System (HRIS) & Managed Payroll and Pensions service

The Royal Borough of Kingston upon Thames for and on behalf of Achieving of Children (AFC)

F02: Contract notice

Notice identifier: 2021/S 000-018312

Procurement identifier (OCID): ocds-h6vhtk-02cef6

Published 30 July 2021, 6:20pm

Section I: Contracting authority

I.1) Name and addresses

The Royal Borough of Kingston upon Thames for and on behalf of Achieving of Children (AFC)

Guildhall, High Street

Kingston Upon Thames

KT1 1EU

Email

commissioning@kingston.gov.uk

Country

United Kingdom

NUTS code

UKI63 - Merton, Kingston upon Thames and Sutton

Internet address(es)

Main address

<https://www.kingston.gov.uk/>

Buyer's address

<https://www.achievingforchildren.org.uk/>

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=e471538f-0eee-eb11-810d-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.londontenders.org>

I.4) Type of the contracting authority

Other type

Community Interest company

I.5) Main activity

Other activity

Community interest company (a not-for-profit social enterprise) providing bespoke children's social care and education support services to local authorities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Human Resources Information System (HRIS) & Managed Payroll and Pensions service

Reference number

DN557823

II.1.2) Main CPV code

- 72212450 - Time accounting or human resources software development services

II.1.3) Type of contract

Services

II.1.4) Short description

Achieving for Children (AfC) is looking to procure services from a supplier with public sector or not for profit experience of configuring a HRIS system that is simple and easy to use by their workforce and provide a fully managed payroll/pensions service.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48450000 - Time accounting or human resources software package
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

II.2.4) Description of the procurement

Achieving for Children (AfC) is looking to procure services from a supplier with public

sector or not for profit experience of configuring a HRIS system that is simple and easy to use by their workforce and provide a fully managed payroll/pensions service. The requirements include designing a system for AFC's needs that will work with third party systems, reduces time and paperwork and is able to manage the employee lifecycle. AFC also require expert services by delivering a managed payroll that ensures employees are accurately paid, deductions are undertaken and all requirements of AfC are met within any statutory returns.

The contract for these services will be commissioned using the open procedure under the Public Contract Regulations 2015.

The procurement process will be administered by the Royal Borough of Kingston upon Thames for and on behalf of AFC.

The initial contract is estimated to start on 13th October 2021 and end on 31 March 2025, with two possible 12 month extensions to be taken at the sole discretion of AFC.

If AFC decides, at its absolute discretion, to extend this Agreement beyond the Expiry Date by a further two separate periods of 12 months, the contract may end on 31 March 2027.

The total price for the initial contract term and the two possible 12 month extensions must be below £520,000.

Tenderers must meet the minimum requirements in all four stage of the evaluation. This includes Stage 1 (Compliance/SQ), Stage 2(Quality: Method statement questions) and Stage 3 (Price) and Stage 4 (Quality: Presentation). All details regarding the evaluation methodology are included in the Invitation to tender.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

The initial contract is estimated to start on 13th October 2021 and end on 31 March 2025, with two separate extension period of 12 months to be taken at the sole discretion of AFC.

If AFC decides, at its absolute discretion, to extend this Agreement beyond the Expiry Date by a further two separate periods of 12 months, the contract may end on 31 March 2027 which would be the maximum contract length.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

2 September 2021

Local time

3:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

2 September 2021

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The Royal Borough of Kingston upon Thames

Guildhall 2, High Street

Kingston Upon Thames

KT1 1EU

Country

United Kingdom