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Planning

## **Core HR (Human Resources) IT System**

Devon and Somerset Fire and Rescue Authority

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-019762

Procurement identifier (OCID): ocds-h6vhtk-0353da

Published 20 July 2022, 1:12pm

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

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

Devon and Somerset Fire and Rescue Authority

Service Headquarters, The Knowle, Clyst St George

Exeter

EX3 0NW

#### **Contact**

Pete Aighton

#### **Email**

[paighton@dsfire.gov.uk](mailto:paighton@dsfire.gov.uk)

#### **Telephone**

+44 1392872504

#### **Country**

United Kingdom

**NUTS code**

UKK4 - Devon

**National registration number**

723645339

**Internet address(es)**

Main address

<http://www.dsfire.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/30504>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=50688&B=BLUELIGHT](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=50688&B=BLUELIGHT)

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**

Public order and safety

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## **Section II: Object**

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

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

Core HR (Human Resources) IT System

Reference number

DS372-21

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

- 48000000 - Software package and information systems

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

Supplies

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

Devon & Somerset Fire & Rescue Authority (DSFRA) requires an IT system to support its Core HR functions. DSFRA has over 2000 employees. To support the objective of improving services to the organisation, the HR function is seeking to identify options to efficiently streamline its HR/People IT systems landscape.

Currently, the Authority is considering the following options for the systems landscape:

- 1) A single system — providing all of the functionality listed below; or
- 2) A core system providing the essential requirements integrated with separate systems for the additional requirements.

The People Services team is made up of Pay and Reward, HR, and OD (Organisational Development).

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

This contract is divided into lots: No

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

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

- 48100000 - Industry specific software package
- 48219300 - Administration software package
- 48900000 - Miscellaneous software package and computer systems

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

NUTS codes

- UKK - South West (England)

Main site or place of performance

Devon & Somerset

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

Devon & Somerset Fire & Rescue Authority (DSFRA) requires an IT system to support its Core HR functions. DSFRA has over 2000 employees. To support the objective of improving services to the organisation, the HR function is seeking to identify options to efficiently streamline its HR/People IT systems landscape.

Currently, the Authority is considering the following options for the systems landscape:

- 1) A single system — providing all of the functionality listed below; or
- 2) A core system providing the essential requirements integrated with separate systems for the additional requirements.

The People Services team is made up of Pay and Reward, HR, and OD (Organisational Development).

The Services does not have integrated system(s) that follow the whole employee life cycle. Paying salaries is via MHR but this is a standalone pay system. Workforce Information is held in a system that is out-dated and unsupported. Employee records are held separately in multiple formats, paper, CD, microfiche, electronic. There is a lot of manual inputting and double inputting of information into multiple complex spreadsheets. Data is not agile and is not available readily to managers. Information is not held in one source and therefore there are multiple versions of establishment information.

Within People Services information is recorded in different systems so for example data relating to absence is potentially not accurate/updated. There is no automation of transaction elements such as reminders of completing key documents

A description of the engagement and interest registration form is provided within

DS372-21 Core HR IT System Engagement Description as separate attachments within the EU-Supply portal.

This supplier engagement opportunity is set up to:

- a) Allow the Project Team for this future contract agreement to provide the market with regular updates on the progress of the project (via the Bluelight EU Supply e-tendering portal)
- b) Give suppliers the opportunity to register for the opportunity to present their solution at a supplier day.
- c) Give suppliers the ability to submit questions related to the future procurement
- d) Give suppliers visibility of the questions asked (the suppliers name will not be revealed) and the responses provided.

Suppliers who would like to be included in the supplier engagement for this procurement should follow these instructions:

1. Paste the link: <https://uk.eu-supply.com/login.asp?B=BLUELIGHT> and login to the portal (If you do not have a login, register as a supplier via the 'New Supplier Registration' area and follow these steps once you have your login details). Please note that you will not be able to access the supplier engagement opportunity unless you are logged in.
2. Click on 'Current tender opportunities'
3. In the 'with keyword' box type 'Core HR IT System'
4. The opportunity should appear - Click on the blue wording 'Supplier Engagement – Core HR IT System'
5. Click on the blue 'Accept' button at the top of the page
6. You will then be registered as a supplier against this supplier engagement opportunity.
7. Use the 'Messaging' and 'Access Documents' areas to submit questions.

The Supplier Engagement Process:

Registered suppliers (those who have followed the above instructions) will receive system notifications every time a message is posted within the e-tendering portal (project updates and responses to supplier questions will be submitted via the 'Messaging' area). Suppliers will also be able to submit messages for the Project Team to respond to - The name of

supplier asking the question will not be revealed.

This engagement shall cease prior to the publication of the Invitation to Tender.

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

This notice is for information only, the publication of this notice does not oblige DSFRA to commence a competitive tender process. All the information contained in this notice is indicative only. DSFRA reserves the right to amend the notice at any time without notice. DSFRA shall not be liable for any costs, expenses or liabilities incurred by those participating.

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

1 November 2022

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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