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Tender

Human Resources and Payroll Software

MERSEYRAIL ELECTRICS 2002 LIMITED

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-020019

Procurement identifier (OCID): ocds-h6vhtk-050f9a

Published 9 May 2025, 12:03pm

Scope

Reference

MEL02-2025

Description

The scope of this opportunity relates to an anticipated initial period of five (5) years commencing from 28th October 2026 (further extension options may be applicable).

The current Payroll and Human Resources Software has been in place since 2010. However, with new technology emerging within the market, MEL is looking to update its current software to identify if there can be any efficiencies gained.

Scope / Deliverables:

1. New HR system
2. New Payroll system

3. Integrate Recruitment and On-Boarding

4. More Payroll automation through Manager/Employee self-service

Total value (estimated)

- £3,100,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 28 October 2026 to 27 October 2031
- Possible extension to 20 July 2033
- 6 years, 8 months, 24 days

Description of possible extension:

Opportunity to extend until 20th July 2033 in increments to be agreed between the Supplier and MEL.

Options

The right to additional purchases while the contract is valid.

As the company grows, MEL may require the right to purchase additional licenses and/or modules to meet existing or future needs.

Main procurement category

Services

CPV classifications

- 48450000 - Time accounting or human resources software package
- 72212450 - Time accounting or human resources software development services

Contract locations

- UKD7 - Merseyside

Participation

Technical ability conditions of participation

Industry Recognition and Compliance with HMRC and The Pensions Regulator.

Submission

Submission type

Requests to participate

Deadline for requests to participate

13 June 2025, 11:59pm

Submission address and any special instructions

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

<https://me-2-procure.org/>

Additional information can be obtained from the above-mentioned address Tenders or requests to participate must be submitted electronically via

<https://me-2-procure.org/MerseyrailElectrics/DisplayModules/TradeModules/Negotiations/Opportunities/ViewOpportunityEvent.aspx?EventID=574&Culture=en-GB>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 January 2026

Award criteria

Name	Type	Weighting
Quality (General / Technical)	Quality	60%
Commercial & Contract	Price	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

The opportunity will be advertised via the Central Digital Platform. With regards to the procedures, we will look to undertake a single Lot under the competitive flexible procedure, ensuring compliance with MEL's procurement policy and the PA23 Regulations. We will look to reserve the right to undertake a Pre-Qualification Questionnaire now known as a

Procurement Specific Questionnaire (PSQ) dependant on number of expressions of interest received.

A Pre-Tender Engagement Session will be held with suppliers expressing an interest in the opportunity.

The Procurement Specific Questionnaire (PSQ) shall be evaluated in two (2) stages:

Stage 1 - Submissions from bidders who have failed any of the mandatory pass-fail questions will not progress to Stage 2 of the evaluation.

Stage 2 - All submissions that have passed the mandatory pass-fail questions will be evaluated in accordance with the evaluation criteria which will be provided within the tender documentation. The PSQ will have a total score of 100%. Where questions are to be scored by more than one evaluator, an average of all evaluator scores will be taken and used as a final score, rounded to the nearest whole number. The total score for each Bidder shall be ranked in descending order and a minimum of five (5) of the highest scoring submissions will be selected for the next stage of the tender process.

Unfortunately, all other submissions will be declined. The Customer reserves the right not to score any question responses consisting of links to web pages and/or documents, all responses must be provided in the format specified within the PSQ.

The Tender will have an overall total score of 100%. The total score (100%) will be divided by the criteria outlined within the Tender Documentation. Where questions are to be scored by more than one evaluator, an average of all evaluator scores will be taken and used as a final score, rounded to the nearest whole number. The total score for each Bidder shall be ranked in descending order. The anticipated weightings for the ITT stage of the Tender process will be 60% - Quality and 40% - Commercial, this will be confirmed within the tender documentation.

Following evaluation of the ITT, a minimum of the top 3 (three) highest scoring bidders will be invited to submit Best and Final Offers (BAFOs). Shortlisted bidders may be invited to present their proposals and provide a demonstration of the software. MEL strongly encourages all bidders to submit competitive Tender submissions. Whilst the Customer may request Best and Final Offers (BAFOs), bidders should not rely on any potential subsequent opportunities for providing improved commercial offers.

The ITT will focus on the technical questions of the service provision, such as integration, contract management, etc. The full scope of the requirements with supporting documents and applicable T&C's will be attached to the Sourcing project.

Contracting authority

MERSEYRAIL ELECTRICS 2002 LIMITED

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Rail House

Liverpool

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United Kingdom

Email: tenders@merseyrail.org

Website: <https://www.merseyrail.org/>

Region: UKD72 - Liverpool

Organisation type: Private utility