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Tender

THE PROVISION OF THE SUPPLY, INSTALLATION & MAINTENANCE OF A HUMAN RESOURCE INFORMATION SYSTEM (HRIS) For South Lanarkshire College

South Lanarkshire College

F02: Contract notice

Notice identifier: 2022/S 000-020410

Procurement identifier (OCID): ocds-h6vhtk-03565f

Published 27 July 2022, 9:24am

Section I: Contracting authority

I.1) Name and addresses

South Lanarkshire College

College Way, Scottish Enterprise Technology Park,, East Kilbride

Glasgow

G75 0NE

Contact

Sue Hampshire

Email

procurement@slc.ac.uk

Telephone

+44 1355807780

Fax

+44 1355807781

Country

United Kingdom

NUTS code

UKM95 - South Lanarkshire

Internet address(es)

Main address

<http://www.south-lanarkshire-college.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00469

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://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

THE PROVISION OF THE SUPPLY, INSTALLATION & MAINTENANCE OF A HUMAN RESOURCE INFORMATION SYSTEM (HRIS) For South Lanarkshire College

Reference number

2022/17

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

South Lanarkshire College are seeking a Contractor(s) for the provision of the Supply, Installation & Maintenance of a Human Resource Information System (HRIS)

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

II.2.3) Place of performance

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

Scottish Enterprise Technology Park, Collee Way, East Kilbride, Glasgow G75 0NE

II.2.4) Description of the procurement

South Lanarkshire College is seeking to purchase a new system providing a single integrated System with full payroll functionality which enables staff and managers to access the system through a variety of devices, as appropriate.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery - Methodology / Weighting: 25%

Quality criterion - Name: Operation and Management of the Agreement / Weighting: 2%

Quality criterion - Name: Responsible Procurement / Weighting: 5%

Quality criterion - Name: Business Continuity / Weighting: 8%

Quality criterion - Name: System Demonstration / Weighting: 30%

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

24 month + 24 months extension based on performance

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Insurance Levels

Minimum level(s) of standards required:

The appointed Contractor must have the following in place prior to the commencement of the Contract

Employer's (Compulsory) Liability Insurance (legal requirement) = 5m GBP

Public Liability Insurance = 5m GBP

Professional Indemnity Insurance = 10m GBP

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Sustainability and social responsibility are key drivers within the Authority. Amongst other things this includes fair and ethical trade, minimising environmental impact and promoting equality, diversity and inclusion. These drivers reflect the concerns of the Authority and their staff, customers and of the wider communities they serve.

The Contractor is encouraged to act at all times in an ethical, environmentally sustainable and socially responsible manner in the conduct of their business, as well as striving to improve quality standards and overall value for money. The Authority is seeking Contractors who are able to demonstrate a commitment to these values.

The Contractor will work with the Authority to assist in compliance with the Sustainable Procurement Duty outlined in the Procurement Reform (Scotland) Act 2014.. This will include consideration of environmental, social and economic issues and how benefits can be delivered through the procurement activity.

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

5 September 2022

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

5 September 2022

Local time

12:00pm

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.3) Additional information

Tenderers must complete SCM RP: Section 1. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21934. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Community benefits are included in this requirement.

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

As part of this tender, the service provider is requested to consider how they can improve the social, environmental and economic

wellbeing of the area in which it operates, through the use of community benefits. For this tender requirement the service provider may

consider community benefits that lend to improving outcomes for children, young people and families in the community.

Other areas to consider are:

- generating employment and training opportunities for priority groups; i.e. through offering work experience or young apprenticeships

- up-skilling the existing workforce;
- equality and diversity initiatives;
- to build capacity in community organisations;
- educational support initiatives;
- working with schools, colleges and universities to offer work experience
- minimising negative environmental impact

(SC Ref:700799)

VI.4) Procedures for review

VI.4.1) Review body

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

hamiltoncivil@scotcourts.gov.uk

Telephone

+44 1698282957

Fax

+44 1698201366

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/hamilton-sheriff-court>

