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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): ocids-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](mailto: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](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

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### **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, College 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

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## **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.

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## **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

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## **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

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