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Tender

HR Replacement System

Hereford and Worcester Fire Authority

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

Notice identifier: 2025/S 000-021998

Procurement identifier (OCID): ocds-h6vhtk-051532

Published 16 May 2025, 8:45am

Scope

Reference

HWFRS/169

Description

HR System Software Solution

Total value (estimated)

- £200,000 excluding VAT
- £240,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2028
- Possible extension to 31 October 2030
- 5 years

Description of possible extension:

For a period of 3 years, commencing on the agreed Service Go-Date. The contract should also include the option to extend for a further 2 years, on a 12 monthly basis.

Main procurement category

Services

CPV classifications

- 72500000 - Computer-related services
- 48600000 - Database and operating software package
- 48000000 - Software package and information systems

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 June 2025, 6:00pm

Tender submission deadline

10 June 2025, 1:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/hwfire.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

5 July 2025

Award criteria

Name	Description	Type
Simple description	Quality/Technical- ability to meet the specification 35% Delivery 20% Support 10% Corporate Social Responsibility (CSR) 10% Price 25%	Price

Weighting description

Quality/Technical- ability to meet the specification 35%

Delivery 20%

Support 10%

Corporate Social Responsibility (CSR) 10%

Price 25%

Other information**Payment terms**

All payments will be charged monthly in arrear and settled 30 days following receipt of a valid invoice, by BACS

Description of risks to contract performance

In addition to the daily operational contact between the Authority and the Contractor, the parties shall meet regularly to discuss their respective levels of satisfaction in respect of the contract and to agree any changes necessary to address areas of dissatisfaction.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Concession

Documents

Associated tender documents

<https://in-tendhost.co.uk/hwfire.aspx/Home>

Associated tender documents Documents that supplement the tender can be accessed via the following link

Contracting authority

Hereford and Worcester Fire Authority

- Public Procurement Organisation Number: PXJP-6958-BRTN

Hindlip Park

Worcester

WR3 8SP

United Kingdom

Email: procurement@hwfire.org.uk

Website: <https://www.hwfire.org.uk/>

Region: UKG12 - Worcestershire

Organisation type: Public authority - sub-central government