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Planning

HR Information and Payroll System

Scottish Parliamentary Corporate Body

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-022407

Procurement identifier (OCID): ocids-h6vhtk-035bae

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Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Contact

Euan Muirhead

Email

euan.muirhead@parliament.scot

Telephone

+44 1313486620

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Legislative Body

I.5) Main activity

Other activity

Devolved Parliament

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR Information and Payroll System

Reference number

ICT-SER-124

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

The Scottish Parliamentary Corporate Body (SPCB) is seeking to gauge the number of potential service providers on the market with the ability to provide, implement, host, support and maintain a cloud based HR information and payroll system which provides all aspects of HR Management and Payroll, including but not limited to HR, Payroll, Recruitment and Time Recording.

Any service providers with the ability to provide this service, or wishing to request further information, are invited to contact ewan.muirhead@parliament.scot, by 26 August 2022, to note their interest.

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
- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) is currently carrying out market research and is seeking to gauge the number of potential service providers on the market with the ability to provide, implement, host, support and maintain a cloud based HR information and payroll system which provides all aspects of HR Management and Payroll, including but not limited to HR, Payroll, Recruitment and Time Recording.

Below is an overview of some of the SPCB's anticipated HR and payroll system requirements:

- Ability to support all elements of multiple posts for individuals, including holiday entitlement and absence tracking bringing into one pay record all evidenced separately on payslips
- Ability to calculate pro-rated salary and annual leave for those who work different number of weeks per year
- Ability to support multiple cost centres against the establishment
- Ability to support more than one Establishment
- User-friendly Employee/Management Self Service function with the ability to create end to end workflows to automate employee data processing
- Ability to support multi-level verification
- Ability to support training events and training requests from employees which go through a verification process including Managers and HR for approval of costing, or to integrate with third party software designed for this purpose
- Ability to report on all areas of the system without restrictions
- Ability to support multiple Salary Grades/Spine Points/Pay Protection/Spot Salary
- Ability to support multiple Terms and Conditions
- Ability to support the logging, calculating, approval and processing of timesheets which will need to include the ability to recognise enhanced rates of pay depending on when the hours are work/overtime.

- Capability to customise HR/Payroll workflows and processes.
- Ability to interface with third party providers including Civil Service Pensions
- Ability to integrate with external/third party HR software (e.g. LMS, performance management system) for the purpose of data sharing
- Robust system for employee recruitment, on-boarding and capability to manage employee records throughout the employment lifecycle up to and including departure from the
- Ability to support workforce analytics and workforce planning/forecasting

Any service providers with the ability to provide this service, or wishing to request further information, are invited to contact euan.muirhead@parliament.scot, by 26 August 2022, to note their interest.

II.3) Estimated date of publication of contract notice

10 January 2023

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

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=703408.

(SC Ref:703408)