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Tender

## **HRMS - HR Management System**

The University of Reading

F02: Contract notice

Notice identifier: 2022/S 000-023126

Procurement identifier (OCID): ocds-h6vhtk-036059

Published 19 August 2022, 1:05pm

The closing date and time has been changed to:

**12 September 2022, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The University of Reading

Whiteknights House, Whiteknights

Reading

RG6 6UR

#### **Contact**

David Ashmore

#### **Email**

[procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)

**Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/theuniversityofreading>

Buyer's address

<https://in-tendhost.co.uk/theuniversityofreading>

**I.3) Communication**

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

<https://in-tendhost.co.uk/theuniversityofreading>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/theuniversityofreading>

Tenders or requests to participate must be submitted to the above-mentioned address

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://in-tendhost.co.uk/theuniversityofreading>

**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**

HRMS - HR Management System

Reference number

UOR-IT-22-104

#### **II.1.2) Main CPV code**

- 48450000 - Time accounting or human resources software package

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

1. Purpose1.1 The purpose of this document is to provide a consistent specification for the tender across all stages of the procurement process.1.2 This document may incur minor variations between the SQ and Invitation to Tender stages. If this is the case, a version number will be clearly displayed and any variations highlighted.2. University of Reading2.1 For general information about the University, including history of the estate and campus, facilities and governance, please see the University's website at: <http://www.reading.ac.uk/about/>.3. Summary 3.1 The University is seeking to engage with an organisation to assist with its aim of implementing a Human Resources Management System (HRMS). The aim is to aggregate the current collection of HR system applications at the University of Reading into a unified system, that will:3.1.1 enable the production of an employee, worker, and small-scale client payroll that is HMRC compliant and can be operated both fortnightly and monthly

#### **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
- 48100000 - Industry specific software package

### **II.2.3) Place of performance**

NUTS codes

- UKJ11 - Berkshire

### **II.2.4) Description of the procurement**

Please refer to tender documentation pack

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

10 year initial contract 1st renewal - 5 years 2nd renewal - 5 years Total length - 20 years

### **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**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

Accelerated procedure

Justification:

The original tender (UOR-IT-22-083) had to be discontinued due to errors in the specification. This is a re-issue of this tender with minor amendments. Original notice was published in advance of this tender. There is now a specific urgency for this project - in order to meet a deadline where the system is implemented and tested to coincide with a period where change from one payroll system to another, the timescale for procurement must be shortened.

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

5 September 2022

Local time

11:59am

Changed to:

Date

12 September 2022

Local time

12:00pm

See the [change notice](#).

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 5 September 2023

**IV.2.7) Conditions for opening of tenders**

Date

5 September 2022

Local time

12:10pm

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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

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

University of Reading

Reading

Country

United Kingdom