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Tender

THE PROVISION OF LEAVE/HOLIDAY MANAGEMENT SOFTWARE AS A SERVICE SOLUTION

Health & Safety Executive

F02: Contract notice

Notice identifier: 2024/S 000-023194

Procurement identifier (OCID): ocds-h6vhtk-048484

Published 25 July 2024, 12:08pm

Section I: Contracting authority

I.1) Name and addresses

Health & Safety Executive

Redgrave Court, Merton Road

BOOTLE

L20 7HS

Email

tenders@hse.gov.uk

Country

United Kingdom

Region code

UKD73 - Sefton

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.hse.gov.uk

I.3) Communication

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

<https://in-tendhost.co.uk/hse/asp/Home>

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/hse/asp/Home>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

THE PROVISION OF LEAVE/HOLIDAY MANAGEMENT SOFTWARE AS A SERVICE SOLUTION

Reference number

HSE/T4633

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

Since 2017 HSE has managed the planning, booking and approval of holidays/annual leave, flexi leave and TOIL (Time Off in Lieu) using a software as a service (SaaS) solution provided by e-Days Absence Management Limited.

This solution is a stand-alone service unconnected to the organisation's Human Resource (HR) system and the joiners/movers/leavers process; changes to working patterns/leave entitlements are populated on the system in a weekly batch file upload.

HSE is coming to the end of the current contract and requires a service provider who will:

- Configure their SaaS service to meet HSE's requirements - which, as a minimum, will be the replication of functionality for annual leave/holiday management, flexi leave management and TOIL management in use in the organisation today
- Lead and manage the extract of data from the current system
- Lead and conduct the input of extracted data into the service provider's SaaS service
- Support and manage the data quality review, by HSE, of the input data before service Go Live
- Support and maintain the service to meet agreed Service Levels, ensuring the service is available and performant for all HSE users
- Support the production of management information (MI) reports from the SaaS service
- Train the super users and administrators in their roles in the SaaS service.

Further information can be found in the Tender docs.

II.1.5) Estimated total value

Value excluding VAT: £140,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

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This solution is a stand-alone service unconnected to the organisation's Human Resource (HR) system and the joiners/movers/leavers process; changes to working patterns/leave entitlements are populated on the system in a weekly batch file upload.

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- Support and manage the data quality review, by HSE, of the input data before service Go Live
- Support and maintain the service to meet agreed Service Levels, ensuring the service is available and performant for all HSE users

- Support the production of management information (MI) reports from the SaaS service
- Train the super users and administrators in their roles in the SaaS service.

Further information can be found in the Tender docs.

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

24

This contract is subject to renewal

Yes

Description of renewals

Extension provisions for 3 years in annual increments.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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: No

IV.2) Administrative information

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

Date

26 August 2024

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

26 August 2024

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Tommy Johnson

Liverpool

Email

tenders@hse.gov.uk

Country

United Kingdom