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Planning

Payroll e-forms

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F01: Prior information notice
Prior information only
Notice identifier: 2021/S 000-023554
Procurement identifier (OCID): ocds-h6vhtk-02e375
Published 22 September 2021, 12:35pm

Section I: Contracting authority

I.1) Name and addresses

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

Email

Michael.Veasey@wales.nhs.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

http://nwssp.nhs.wales/ourservices/procurement-services/

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221

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

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll e-forms

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Payroll sits within the Employment Services Division of NWSSP and is responsible for managing Payroll on behalf of all Health Boards & Trusts within NHS Wales for 125,000 employees. Therefore, Payroll is a critical service for the NHS, ensuring that Health Professionals are paid on time within a demanding Health Care Sector.

The service uses the ESR Payroll system but currently manages changes to the payroll via macro enabled spreadsheets that have been in place for several years. Since the introduction of Microsoft 365 into the organisation, this system has not been as effective as before. Consequently, the Project Team would like to explore alternative options in the marketplace to develop the service over the next five years by taking advantage of new software & technological advancements.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

• UKL - Wales

II.2.4) Description of the procurement

Payroll sits within the Employment Services Division of NWSSP and is responsible for managing Payroll on behalf of all Health Boards & Trusts within NHS Wales for 125,000 employees. Therefore, Payroll is a critical service for the NHS, ensuring that Health Professionals are paid on time within a demanding Health Care Sector.

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Payroll changes are managed using the following forms:-

- New starter / Terminations form

- Timesheeting

- Staff movement advice

- Overtime / additional hours worked

The Project Team would like to see the following features for the e-forms described above demonstrated on the Supplier Demonstration Day.

1. Cloud based solution.

2. Solution that is compatible with Microsoft 365.

3. Solution with functionality to integrate via API with Oracle, ESR & Trac.

4. Built in Security and restrictions to a group of staff.

5. Functionality to export to Excel, Word, PDF.

6. Portal base functionality.

7. High levels of security standards (extremely personal data held on forms). (Mention GDPR?)

8. Daily data extraction to the files.

9. Built in hierarchy system.

10. Automated access password system.

11. Tracking functionality with a tram line service to see where change is in the system.

12. Allocate change to a member of the team.

13. Mandatory fields.

14. Compliance with Banking regulations for Bank Account.

15. Ability to split the form on submission to different departments.

16. Be standalone when required for external partners.

17. Built in workflows.

18. Functionality to send automated emails to other departments on Terminations.

The e-forms should include the following key features for timesheeting:-

1. Ability to produce timesheet for the manager.

2. Ability to select staff from hierarchy in ESR.

3. Built in workflows.

4. Incorporate built in rules.

5. Workflow notifications.

6. Functionality to:

a. Recall timesheets.

b. Resubmit timesheets.

c. Input figures & dates.

d. Enable Managers to retrieve submitted timesheets.

7. Tracking functionality for both Payroll & the NHS Manager.

8. Reminders & nudges to Managers.

9. Incorporate mandatory fields.

10. Ability to input figures & dates.

11. The ability to have a blank version for external partners. .

12. Direct interface via API into ESR.

13. Ability to extract data via generic interface.

The e-forms are required to hold the following data:-

1. Title

2. First Name

3. Last Name

4. NINO number

5. DOB

6. Address

7. Contract details

8. Telephone Numbers

9. Manager Name

10. Salary Bandings

11. Bank Account Details

12. Termination Date

13. Reason for Change/Termination

14. Destination on Leaving

15. Annual Leave Entitlement to be paid recovered

II.2.14) Additional information

The supplier demonstration day is expected to take place via Microsoft Teams on Friday 15th October.

Suppliers should contact Michael.Veasey@wales.nhs.uk to arrange a suitable time.

II.3) Estimated date of publication of contract notice

16 December 2021

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 Sell2Wales Web Site at
https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=114235.

(WA Ref:114235)