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Planning

HR/Payroll System

Braintree District Council
Colchester City Council
Epping Forest District Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-023886

Procurement identifier (OCID): ocds-h6vhtk-048631

Published 31 July 2024, 10:05am

Section I: Contracting authority

I.1) Name and addresses

Braintree District Council

Causeway House, Bocking End

Braintree

CM7 9HB

Contact

Katrine Sallows

Email

katrine.sallows@braintree.gov.uk

Telephone

+44 7874887128

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

<https://www.braintree.gov.uk>

I.1) Name and addresses

Colchester City Council

Rowan House, 33 Sheepen Road

Colchester

CO3 3WG

Email

katrine.sallows@braintree.gov.uk

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

<https://www.colchester.gov.uk/>

I.1) Name and addresses

Epping Forest District Council

Civic Offices, 323 High Street

Epping

CM16 4BZ

Email

katrine.sallows@braintree.gov.uk

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

<https://www.eppingforestdc.gov.uk/>

I.2) Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

Colchester City Council and Epping Forest District Council

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR/Payroll System

Reference number

EPP0101

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

Braintree District Council via the Essex Procurement Partnership (EPP) is seeking expressions of interest from the market for the provision of a hosted, integrated HR and Payroll IT system for its shared payroll service in collaboration with Brentwood Borough, Colchester City, Castle Point Borough, Epping Forest District and Rochford District Councils'. Three of the councils access the current system as permitted agents.

II.1.5) Estimated total value

Value excluding VAT: £1,800,000

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

- UKH3 - Essex

Main site or place of performance

Essex

II.2.4) Description of the procurement

EPP would like to hear from suppliers in the market that have a system that is tried and tested within the public sector and that has the following minimum functionality; HR, recruitment, L&D, payroll, absence reporting/management, employee & manager self-service. Further detail in relation to our requirements can be found in the document repository in the Delta e-tendering portal along with a link to a questionnaire. Interested suppliers are asked to express an interest by completing the questionnaire no later than 30 August 2024.

II.2.14) Additional information

Queries arising from completed questionnaires will be followed up on a case-by-case basis via email, virtual meeting(s) or demos as appropriate. As the specification/procurement strategy is developed this may be shared at a later stage with those who expressed an interest, however it is anticipated that market engagement will end late October 2024 unless advised otherwise directly by us.

II.3) Estimated date of publication of contract notice

4 August 2025

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

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=863531555>

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