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Planning

HR Information System

University of Sussex

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-025137

Procurement identifier (OCID): ocds-h6vhtk-03f720

Published 25 August 2023, 2:30pm

Section I: Contracting authority

I.1) Name and addresses

University of Sussex

Sussex House, Falmer

BRIGHTON

BN1 9RH

Contact

Strategic Procurement Team

Email

suppliers@sussex.ac.uk

Country

United Kingdom

Region code

UKJ21 - Brighton and Hove

Companies House

RC000672

Internet address(es)

Main address

www.sussex.ac.uk

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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR Information System

Reference number

US_24003

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

The University of Sussex is seeking to review its current HR System platforms to move to a Software as a Service (SaaS) solution to support the full employee life cycle.

The University is looking for potential service providers in the market which can provide, implement, host, support and maintain a cloud-based HR information and payroll system, including but not limited to HR, Payroll, and Learning Management. It will need to integrate with a range of other systems, both HR and University-wide.

Please note this is not a call for competition.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48451000 - Enterprise resource planning software package

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

II.2.4) Description of the procurement

The University of Sussex is seeking to review its current HR System platforms to move to a Software as a Service (SaaS) solution to support the full employee life cycle.

The University is looking for potential service providers on the market which can provide, implement, host, support and maintain a cloud-based HR information and payroll system, including but not limited to HR, Payroll, and Learning Management. It will need to integrate with a range of other systems, both HR and University-wide.

Please note this is not a call for competition.

Below is a high-level overview of some of the University's anticipated HR and payroll system requirements:

1. Must be able to produce the Higher Education Statistics Agency (HESA) return.
2. All absence recording and calculation - including for part time/part year workers.

3. Employee and manager self-service, with the ability to create workflows to automate employee data processing and management dashboards.
4. Learning and development modules including a Learning Management System (LMS), or the ability to integrate with a third party system for this process.
5. Multiple pension scheme administration and statutory reporting.
6. Full payroll functionality managed internally by the University and HRMC compliant.
7. Able to record Employee Relations work, including but not limited to Disciplinary, Capability and Grievance processes.
8. Full HR processing functionality including, onboarding, contractual changes, leaver processing, letter generation and workflows.
9. Able to update employee information in bulk.
10. Able to integrate and share data with other HR and University systems.
11. Data Protection, audit and GDPR complaint.
12. Analytics/Management Information solutions including report writing capabilities.
13. Able to support employees with multiple posts.
14. Support Single Sign On (SSO) with a tool such as Okta.
15. Able to configure and/or automate HR/Payroll workflows and processes.

II.2.14) Additional information

Please email suppliers@sussex.ac.uk to register your interest in this opportunity.

We will respond with a short survey document that will help determine our route to market.

II.3) Estimated date of publication of contract notice

1 April 2024

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

The procurement procedure will be run on the Proactis portal.

If you are interested in this opportunity you can register on the portal now:

<https://supplierlive.proactisp2p.com/Account/Login>