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Planning

## **HR System**

Leicestershire Fire and Rescue Service

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-025166

Procurement identifier (OCID): ocids-h6vhtk-03f735

Published 25 August 2023, 4:07pm

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

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

Leicestershire Fire and Rescue Service

Headquarters, 12 Geoff Monk Way, Birstall

LEICESTER

LE43BU

#### **Contact**

Viktorija Komza

#### **Email**

[ictprocurement@leics-fire.gov.uk](mailto:ictprocurement@leics-fire.gov.uk)

#### **Telephone**

+44 1162105555

#### **Country**

United Kingdom

**Region code**

UKF22 - Leicestershire CC and Rutland

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.leics-fire.gov.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**

Public order and safety

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

HR System

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

- 48000000 - Software package and information systems

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

Supplies

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

Leicestershire Fire and Rescue Service (LFRS) is seeking to procure a HR System to effectively manage all work streams and demands of our Human Resources function. For now, LFRS is seeking to conduct market engagement prior to going out to tender to identify the optimum method of delivering the services and achieving key strategic objectives.

It is vital that LFRS works with a viable and credible supplier who has the track record, and professional discretion to deliver the required solution and services which will enable LFRS to meet its current and future goals and business needs.

The purpose of this Prior Information Notice (PIN) is for LFRS to view HR systems currently available and ask for interest from suppliers to host demonstrations of how their existing solutions will meet our present and future requirements.

LFRS will use the demonstrations to gather information and produce a specification of requirements, which will be used for any future tender exercise that may take place.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 72268000 - Software supply services

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

25 August 2023 Prior Information Notice issued.

8 September 2023 Suppliers can note their interest in the market engagement process by requesting the information pack by 8 September 2023.

Closing date 12 September 2023 Suppliers are invited to submit their response by 12 September 2023.

September/ October 2023 Supplier demonstrations, dates to be agreed.

All correspondence, including responses, must be in written format and sent to [ictprocurement@leics-fire.gov.uk](mailto:ictprocurement@leics-fire.gov.uk). All requests for clarification or additional information will be logged and replies issued to all providers.

Valid PIN responses must contain the completed questionnaire and be submitted by the closing date. Failure to submit a completed questionnaire will result in ineligibility to provide a demonstration to LFRS. It is the provider's responsibility to ensure their response arrives by the closing date.

Please note that, with the exception of a clear technical problem within the e-tendering portal, which could prevent a timely response, other requests to extend the closing date and time may not be considered.

LFRS only wants to consider platforms that are mature and evidenced as in use or contracted to be delivered in other organisations.

### **II.2.14) Additional information**

Please email [ictprocurement@leics-fire.gov.uk](mailto:ictprocurement@leics-fire.gov.uk) to obtain the Information Pack.

### **II.3) Estimated date of publication of contract notice**

30 November 2023

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## **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

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## **Section VI. Complementary information**

### **VI.3) Additional information**

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