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Tender

Norwich University of the Arts Human Resources Information System Project

Norwich University of the Arts

F02: Contract notice

Notice identifier: 2024/S 000-026014

Procurement identifier (OCID): ocds-h6vhtk-048b50

Published 15 August 2024, 6:01pm

The closing date and time has been changed to:

13 September 2024, 5:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Norwich University of the Arts

4-7 Francis House

Norwich

NR24SN

Contact

Human Resources

Email

externalhr@norwichuni.ac.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Charity Commission (England and Wales)

10004775

Internet address(es)

Main address

www.norwichuni.ac.uk

I.3) Communication

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

<https://norwichuni.ac.uk/procurement/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://norwichuni.ac.uk/procurement/>

Tenders or requests to participate must be submitted to the following address:

Human Resources

4-7 Francis House

Norwich

NR2 4SN

Contact

Human Resources

Email

externalhr@norwichuni.ac.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://norwichuni.ac.uk/procurement/>

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

Norwich University of the Arts Human Resources Information System Project

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

This document specifies the high-level solution, pricing, and implementation information that Norwich University of the Arts is requesting from potential suppliers in relation to its project to implement a new HR Information System as a Software as a Service solution.

In making this request, Norwich University of the Arts is looking for high level information to rapidly select a preferred vendor to progress with in a subsequent detailed solution analysis and contracting exercise.

The details and timeframe for the selection process are set out in the invitation to tender document which is available at <https://norwichuni.ac.uk/procurement/>

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48450000 - Time accounting or human resources software package

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

II.2.4) Description of the procurement

We are seeking to procure a HR Information System (Software as a Service Solution) with a view to developing a detailed solution analysis in two phases with the initial core release schedule set out in the invitation to requirements to implementing and full operational by early February 2025 in line with the schedule set out in the invitation to tender document which is available at <https://norwichuni.ac.uk/procurement/>.

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

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

60

This contract is subject to renewal

Yes

Description of renewals

Option for one or more 2-year extensions to the original 5 year contract for some or all modules subject to the agreement of the University.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option for one or more 2-year extensions to the original 5 year contract for some or all modules subject to the agreement of the University.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Selection criteria as stated in the procurement documents .

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

III.1.2) Economic and financial standing

List and brief description of selection criteria

Selection criteria as stated in the procurement documents .

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

Minimum level(s) of standards possibly required

Standards as stated in the procurement documents.

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

III.1.3) Technical and professional ability

List and brief description of selection criteria

Selection criteria as stated in the procurement documents.

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

Accelerated procedure

Justification:

Norwich University of the Arts has been issued with an end-of-life notice on our HR database by its supplier. This followed a commercial decision by our previous supplier to remove several legacy systems from its portfolio. The system will be switched off completely from 31st March 2025 and will not be accessible from this time, even as a way of warehousing historical leavers' data.

In view of this we are seeking to procure a HR Information System (Software as a Service Solution) as a matter of urgency with a view to developing a detailed solution analysis in two phases with the initial core release schedule set out in the invitation to requirements to implementing and full operational by early February 2025 in line with the schedule set out in our Invitation to Tender which is available at <https://norwichuni.ac.uk/procurement/>.

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

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

Originally published as:

Date

1 September 2024

Local time

5:00pm

Changed to:

Date

13 September 2024

Local time

5:00pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

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

Deputy Vice Chancellor

4-7 Francis House

Norwich

NR2 4SN

Email

externalhr@norwichuni.ac.uk

Country

United Kingdom

Internet address

<https://www.norwichuni.ac.uk>