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Not applicable

Norwich University of the Arts Human Resources Information System Project

Norwich University of the Arts

F14: Notice for changes or additional information

Notice identifier: 2024/S 000-026557

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

Published 20 August 2024, 5:24pm

Section I: Contracting authority/entity

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

UK Register of Learning Providers (UKPRN number)

10004775

Internet address(es)

Main address

www.norwichuni.ac.uk

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).

Section VI. Complementary information

VI.6) Original notice reference

Notice number: [2024/S 000-026014](#)

Section VII. Changes

VII.1) Information to be changed or added

VII.1.2) Text to be corrected in the original notice

Section number

IV.2.2

Instead of

Date

1 September 2024

Local time

5:00pm

Read

Date

13 September 2024

Local time

5:00pm

VII.2) Other additional information

We have received requests from potential suppliers to extend the timeframe for the submission of tender responses. We have considered these requests and have adjusted the procurement schedule for all potential suppliers as follows:

- Timeframe for supplier clarification calls extended to 6th September 2024.

- Timeframe for the submission of initial supplier tender responses extended to 13th September 2024 at 17:00.
- Suppliers notified of shortlisted decisions on 20th September
- The 2-way opportunity for queries ahead of demos (9th - 20th September 2024) has been removed. Suppliers are encouraged to use the extended period for clarification calls to check their understanding of our requirements.

The revised schedule is available at <https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/> and is titled "Revised Schedule 20/08/24".

Suppliers are also requested to let us have the two dates within the demo & negotiation window on which they will be available to provide a comprehensive demonstration to our selection / advisory panel, in the event that they are shortlisted to provide a demonstration, as soon as possible. Ideally suppliers will provide these ahead of their initial tender submissions, to help us to accommodate supplier choice of demonstration days where possible.