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Contract

Human Resource and Payroll Services

Scottish Enterprise

F03: Contract award notice

Notice identifier: 2023/S 000-027889

Procurement identifier (OCID): ocds-h6vhtk-036393

Published 21 September 2023, 12:16pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Email

joanne.napier@scotent.co.uk

Telephone

+44 1414686024

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Human Resource and Payroll Services

Reference number

P23-0007

II.1.2) Main CPV code

- 72212450 - Time accounting or human resources software development services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Enterprise are seeking to put in place a contract with a single supplier to provide a SaaS based HR and Managed Payroll System.

It is envisaged that the contract will be for an initial duration of 6 years with the option to extend for up to 2 periods of 24 months each.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,324,225

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services
- 48450000 - Time accounting or human resources software package

- 72212450 - Time accounting or human resources software development services
- 79414000 - Human resources management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

This Invitation to Tender is to procure a new contract for a SaaS based, HR & Managed Payroll System.

The aspiration is to purchase a cloud based, off the shelf solution, hosted and managed by the supplier, which meets the requirements defined in the specification.

On a high-level, the system must:

- allow the HR and Payroll teams to administer HR and Payroll processes and procedures;
- provide comprehensive management information to the organisation;
- facilitate self-service wherever possible;
- be available online from PCs and all mobile devices e.g., smartphones, tablets etc. in a user-friendly manner;
- be secure by design and support Scottish Enterprise in meeting its obligations pertaining specifically to cyber-security and GDPR compliance.

In addition, SE require:

- Relevant training for administrators, with training manuals and user guides.
- Ongoing support and maintenance of the system, including regular updates, patches and reactive support.
- Development of additional functionality as requested.

The contract is expected to have an initial duration of 72 months with the option to extend for 2 periods of 24 months each.

II.2.5) Award criteria

Quality criterion - Name: Contract Management and Timetable / Weighting: 10

Quality criterion - Name: Functional Requirement / Weighting: 35

Quality criterion - Name: Non-Functional Requirements / Weighting: 25%

Quality criterion - Name: System demonstration and implementation approach /
Weighting: 5%

Quality criterion - Name: Business Continuity / Weighting: 5%

Quality criterion - Name: Information Security / Weighting: 15%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 30

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-024008](#)

Section V. Award of contract

Contract No

P23-0007

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

29 August 2023

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

MHR International UK Limited

Peterbridge House, The Lakes

Northampton

NN4 7HB

Telephone

+44 1159457154

Fax

+44 1159405286

Country

United Kingdom

NUTS code

- UKF14 - Nottingham

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £1,324,225

Section VI. Complementary information

VI.3) Additional information

THIS IS THE CONTRACT AWARD NOTICE

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar).

Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in

respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation. SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned. SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion. This may be requested at the selection stage or prior to the subcontractor commencing work on the contract.

(SC Ref:745439)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish->

[enterprise.com/help/contact-us.](http://enterprise.com/help/contact-us)

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

VI.4.4) Service from which information about the review procedure may be obtained

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>