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Tender

## **02036 SPS Integrated HR Transformation**

Scottish Prison Service

F02: Contract notice

Notice identifier: 2022/S 000-029791

Procurement identifier (OCID): ocds-h6vhtk-0377f4

Published 21 October 2022, 3:12pm

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

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

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

#### **Contact**

Catharine Dempsey

#### **Email**

[catharine.dempsey@sps.pnn.gov.uk](mailto:catharine.dempsey@sps.pnn.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.sps.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

National or federal Agency/Office

**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**

02036 SPS Integrated HR Transformation

Reference number

02036

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

The Scottish Government have made a clear commitment to moving to cloud-based systems with advanced levels of resilience and security. This requirement is echoed by the SPS, who have set out within its digital strategy and corporate outcomes a commitment to modernise appropriate systems. This project forms part of a wider programme of change to establish a high impact HR function that will be a key enabler for the achievement of strategic outcomes.

The SPS overall aim is to procure new HR software and Professional Services for the replacement and configuration of new HR, Payroll and Recruitment software . We will also enter into a Software as a Service (SaaS) agreement for software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.

The three HR applications in the project scope are:

- Core HR including Time and Attendance / Roster Management Module
- Payroll; and
- Recruitment

The SPS intend to move forward with a single supplier contract, either with a fully integrated system or a supplier with an established third party arrangement in place that

offers an already established interface between HR/Payroll and Recruitment.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

Main site or place of performance

The SPS operates 13 Establishments across Scotland. In addition, a college, a central store and an administrative headquarters to support the operations.

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

The SPS shall commence this procurement process in good faith and with the intention of awarding a contract. The procurement will follow the Restricted Procedure. Following publication of this Contract Notice a Single Procurement Document (SPD) which will be made available to bidders, along with SPS's supporting guidance document.

Tender responses will then be evaluated by SPS. Following the evaluation of the SPD, shortlisted bidders will be provided with an Invitation to Tender (ITT). The ITT will be published by SPS and will be made available to bidders via the Public Contract Scotland Tender (PCS-T) portal, an e-Tendering System which can be accessed via the Public Contracts Scotland (PCS) website.

Supplier shall note that all documentation, including the SPD, is only available in electronic form and can be accessed via your web browser.

Bidders are required to complete the Online Qualification and Technical SPD (Scotland) Questionnaire on PCS-T.

#### **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

There will be an optional extension period of up to a further 48 months

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

It is intended to invite a maximum of up to 10 bidders to the invitation to tender stage.  
These bidders shall have:

- a) submitted a compliant submission, comprising the completed SPD;
- b) satisfied the relevant selection criteria under the exclusion grounds;

c) Achieved the required standards with respect to:

(i) Minimum Standards of Eligibility - provided evidence of working on specified types of projects; and

(ii) Technical or Professional Ability - provided evidence demonstrating an acceptable level of technical or professional ability.

d) Quality management systems in place;

e) gained a PASS in respect of the financial and economic evaluation;

f) achieved the highest total weighted scores available.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **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

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

Bidders may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts(Scotland) Regulations 2015.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Employers Liability insurance GBP10m

Public Liability insurance GBP5m

Professional Indemnity GBP5m

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

#### **SPD Question 4C.2.2 Services– 50%**

Bidders shall provide a summary of two completed projects (delivered in the last three years).

-Project 1:an example of an Integrated HR Solution the bidder has successfully delivered and SaaS model that was provided; and

-Project 2:an example the bidder has successfully delivered the provision of a Semi-Managed Payroll Service in an equivalent size organisation to SPS.

#### **SPD Question 4C.2.3 Technicians and Technical Bodies– 50%**

Bidders are required to demonstrate that their organisation has (or has access to persons with) levels of relevant experience, qualifications and competence to support the proper performance of the Services.

Bidders are required to provide details of key personnel for the project implementation phase and beyond, the provision of SaaS and Management Payroll Services.

#### **SPD Question 4C.2.4 Sub-Contracting Pass/Fail**

The SPS intends to move forward with a single supplier contract, either with a fully Integrated HR Solution and Managed Payroll Service or a supplier with an established third party arrangement in place that offers an already established interface between the Integrated HR/Payroll modules and the Recruitment module. Bidder's must advise if they intend to utilise sub-contractors

#### **SPD Question 4C.2.5 Quality Control Pass/Fail**

Bidders will be required to confirm that they have the required quality control institute certificates (or from agencies of recognised competence) confirming that they meet the required technical specifications or standards.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted 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 022-190570](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 November 2022

Local time

9:00am

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

5 December 2022

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 22169. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits requirements shall be included in the ITT. A summary of the key areas are as follows:

- Employment of new entrants (e.g. apprenticeships, work placements, other trainees, etc.);
- Engagement of Supported Business, Social Enterprise or Third Sector organisation
- Local economy engagement.

Other Community benefits proposals which will improve the economic, social or environmental wellbeing of the local area where the contract is being delivered.

(SC Ref:710868)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Edinburgh Sherriff Court

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court](http://www.scotcourts.gov.uk/the-courts/sheriff-court/find-a-court)