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Tender

## **Purchase of HR & Payroll System and Fully Managed Payroll Service (with Lots)**

NMRN Operations

F02: Contract notice

Notice identifier: 2022/S 000-032406

Procurement identifier (OCID): ocids-h6vhtk-0384af

Published 15 November 2022, 3:51pm

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

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

NMRN Operations

HM Naval Base (PP66)

Portsmouth

PO1 3NH

#### **Email**

[tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk)

#### **Telephone**

+44 2392891370

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.nmrn.org.uk](http://www.nmrn.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA32850](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA32850)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.contractsfinder.service.gov.uk/Search>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.nmrn.org.uk](http://www.nmrn.org.uk)

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

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

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

Purchase of HR & Payroll System and Fully Managed Payroll Service (with Lots)

#### **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**

The NMRN is seeking a fully integrated HR and payroll system, ensuring compliance with HMRC standards, in addition to a fully managed payroll service. There are 3 options for tender:

- Option 1 – An integrated HR and payroll system with a fully managed external payroll service that can provide a comprehensive payroll service and offer value for money.
- Option 2 - An integrated HR and payroll system.
- Option 3 – A fully managed external payroll service that can provide a comprehensive payroll service and offer value for money.
- Option 4 – A HR system only.

We welcome bids for one or more of the four options available.

See ITT documentation listed on Contracts Finder Gov.UK website for full details of the Lots listed above.

#### **II.1.5) Estimated total value**

Value excluding VAT: £200,000

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

This contract is divided into lots: No

## **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

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

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

The HR & Finance team are based in Portsmouth at the NMRN's HQ offices. The NMRN have other sites in Gosport, Yeovilton, Hartlepool, Devonport and Belfast, Northern Ireland.

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

The tender is an Open ITT. There are four lots in total;

Lot 1- Integrated HR and Payroll System and Fully Managed Payroll Service

Lot 2- Integrated HR and Payroll System Only

Lot 3- Fully Managed Payroll Service only

Lot 4- HR System only

The full details of these can be found within the ITT documentation, including the evaluation criterion for each Lot.

### **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

This contract is subject to renewal

No

**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**

The information regarding the Lots can be found within the documentation uploaded to Contracts Finder.Gov.UK advert.

NOTE- The GBP 200,000 budget for this tender is for one of the lots for both HR & Payroll services, bidding for other lots does not carry the same budget, please refer to ITT documentation for full details.

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

Date

19 December 2022

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

19 December 2022

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The Contract Start Date & Duration Dates are indicative within the advert and will be confirmed once award notice has been given.

(MT Ref:227936)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>