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Planning

## **HR Information System 2024**

TRENITALIA C2C LIMITED

F04: Periodic indicative notice – utilities

Periodic indicative notice only

Notice identifier: 2024/S 000-032858

Procurement identifier (OCID): ocds-h6vhtk-04a83f

Published 11 October 2024, 4:02pm

### **Section I: Contracting entity**

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

TRENITALIA C2C LIMITED

Centennium House, 100 Lower Thames Street

LONDON

EC3R6DL

#### **Contact**

Luke Wood

#### **Email**

[luke.wood@c2crail.net](mailto:luke.wood@c2crail.net)

#### **Telephone**

+44 7551846948

#### **Country**

United Kingdom

**Region code**

UKI31 - Camden and City of London

**Companies House**

07897267

**Internet address(es)**

Main address

<https://www.c2c-online.co.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.6) Main activity**

Railway services

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**Section II: Object**

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

**II.1.1) Title**

HR Information System 2024

Reference number

c2c 050

**II.1.2) Main CPV code**

- 48810000 - Information systems

**II.1.3) Type of contract**

Supplies

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

Draft tender documentation is available on request by emailing Luke Wood - [luke.wood@c2craile.net](mailto:luke.wood@c2craile.net). Please note, tender documentation is in draft format and subject to amendment. Documents may also be removed or added at c2c's discretion.

c2c require a single supplier to provide a HR Information System for an initial term of 3 years and the option for 2 further 24 month extensions (3+2+2) which includes but is not limited to:

? Recruitment

? Payroll

? Appraisals

? Absence management including leave and management for attendance alerts - note to suppliers that c2c do not operate a standard absence policy ours is railway specific

? Succession Planning

? Learning & Development

? Push notifications to individual employees or groups (rules-based)

? Employee relations case management

? Safety management

? Employee surveys (non-essential)

? Workflows defined at project stage by supplier e.g. probation periods etc

? Customer definable workflows

? Automatic generation of letters based on templates, system held fields and rules triggers

? APIs to other systems

? Cloud based

? Data processing in UK (or EEA with an adequacy agreement in place)

? Web and Mobile App (android and apple)

## ? Self-service (manager and employees)

To be eligible to participate in this tender, suppliers need to be verified with the Railway Industry Supplier Qualification Scheme (RISQS - <https://portal.risqs.org/>) for the below RICCL code:

### H.E.8.3.1 Human Resources Software as a Service (SaaS)

This is a two-stage Restricted procurement process and an overview of both stages are set out below:

#### Stage 1 - SSQ (RISQS)

Unless your organisation already holds the above RICCL code, you are required to register on RISQS and add the above RICCL code to your profile by no later than 12:00 (midday) on 18th October 2024 so we can invite your organisation to the SSQ stage prior to the SSQ being published. For clarity, although the RICCL code needs to be added to your account, it does not need to be verified at this point.

If you have not registered on RISQS and added the above RICCL code to your profile by this time and date, you will not be invited to participate in the SSQ stage and will not be eligible to bid for the opportunity.

If you complete the steps above and are invited to participate in the SSQ stage, you will have until the SSQ submission deadline (anticipated to be 23:59 on 18th November 2024) to respond to the SSQ questions. All suppliers who achieve 'pass' for all of these questions will be invited to Stage 2. Please note, Stage 2 ITT documents are provided as attachments at this stage, but these are for transparency/information purposes only and do not need to be completed. They are also subject to amendment.

#### Stage 2 - ITT (Jaggaer)

Only suppliers who are successful with their SSQ submission will be invited to Stage 2 (ITT stage) which will take place via our Jaggaer e-tendering portal. 'C2C Supplier Portal Instructions' are attached and provide details on how to register with our Jaggaer e-tendering portal.

Suppliers will have until the ITT submission deadline (anticipated to be 17:00 on 17th January 2025) to provide responses to the Qualification, Technical and Commercial Envelopes.

Suppliers will also have until the ITT submission deadline to be verified under the above RICCL code. If you have not achieved verification of the RICCL code by the ITT submission deadline, you will fail the Qualification envelope and your ITT bid will be

rejected.

Please contact RISQS for any assistance with registration and adding the required codes.

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

Value excluding VAT: £840,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKI - London

Main site or place of performance

Trenitalia c2c Limited

Seventh Floor, Centennium House, 100 Lower Thames Street, London, EC3R 6DL

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

c2c requires one supplier to provide a Human Resource Information System.

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

N/A

### **II.3) Estimated date of publication of contract notice**

18 October 2024

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## **Section IV. Procedure**

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

#### **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 expressions of interest**

Date

18 October 2024

Local time

12:00pm

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

English

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## Section VI. Complementary information

### VI.3) Additional information

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Please contact RISQS for any assistance with registration and adding the required codes.

Additional info:

Under Regulation 44, Utilities are required to make a 'prior call for competition' in restricted procedures (Regulation 44(3)) and this can be made by way of periodic indicative notice, notice on the existence of a qualification system (e.g. the RISQS notice on c2c's website) or a contract notice.

c2c are using both a PIN and the notice is on c2c's website.

Therefore, where a party uses a compliant notice on the existence of a qualification system, there is no need to also issue a contract notice.