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Planning

Workflow Management and Document Automation solution to support HR administration and case management work in EducationHR

Norfolk County Council

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-033572

Procurement identifier (OCID): ocids-h6vhtk-041982

Published 14 November 2023, 10:31am

Section I: Contracting authority

I.1) Name and addresses

Norfolk County Council

County Hall, Martineau lane

Norwich

NR1 2DH

Email

sourcingteam@norfolk.gov.uk

Country

United Kingdom

NUTS code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

www.norfolk.gov.uk

Buyer's address

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Workflow Management and Document Automation solution to support HR administration and case management work in EducationHR

Reference number

NCCT42842

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

EducationHR is a team within Norfolk County Council's Children's Services that offers a wide range of HR services, tailored to school and academy trust leaders. Our existing Workflow Management and Document Automation solution is an on-premise solution and requires replacement. The existing system provides employment contract creation and amendment capabilities tailored to the specific needs of Norfolk County Council's EducationHR team. The system addresses the challenges faced by the team in providing outsourced HR services to schools and academy groups within the council's area. EducationHR wish to purchase a replacement solution that can provide EducationHR customers with the ability to submit, manage, and review HR requests via a web portal and allow the internal EducationHR team manage those requests from inception to completion.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48920000 - Office automation software package

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

II.2.4) Description of the procurement

EducationHR is a team within Norfolk County Council's Children's Services that offers a wide range of HR services, tailored to school and academy trust leaders. Our existing Workflow Management and Document Automation solution is an on-premise solution and requires replacement. The existing system provides employment contract creation and amendment capabilities tailored to the specific needs of Norfolk County Council's EducationHR team. The system addresses the challenges faced by the team in providing outsourced HR services to schools and academy groups within the council's area. EducationHR wish to purchase a replacement solution that can provide EducationHR customers with the ability to submit, manage, and review HR requests via a web portal and allow the internal EducationHR team manage those requests from inception to completion. Full details will be contained in the Service Specification when the tender is published.

II.3) Estimated date of publication of contract notice

20 November 2023

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

Section VI. Complementary information
VI.3) Additional information

This is a Prior Information Noticed published to give advanced notice to potential bidders and as such no tender documents will be available until a Contract Notice has been published.