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Tender

Ivy Learning Trust Human Resources System

Ivy Learning Trust C/o SSC Partnership Limited

F02: Contract notice

Notice identifier: 2023/S 000-034065

Procurement identifier (OCID): ocds-h6vhtk-041ac0

Published 17 November 2023, 11:32am

Section I: Contracting authority

I.1) Name and addresses

Ivy Learning Trust C/o SSC Partnership Limited

12 Nelson Street

Southend-On-Sea

SS1 1EF

Email

info@sscpartnership.co.uk

Telephone

+44 1702338880

Country

United Kingdom

NUTS code

UKH31 - Southend-on-Sea

Internet address(es)

Main address

<https://in-tendhost.co.uk/sscpartnership>

Buyer's address

<https://in-tendhost.co.uk/sscpartnership>

I.3) Communication

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

<https://in-tendhost.co.uk/sscpartnership>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sscpartnership>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Ivy Learning Trust Human Resources System

Reference number

SSC ILT HR Systems 01_24

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

SSC Partnership on behalf of the Ivy Learning Trust are currently out to tender for the provision of a centralised Human Resources IT Package to support the schools within the Trust and aid in their future growth. The Client, a Multi-School Trust, consists of 14 schools across Enfield and Hertfordshire. The Client is currently expanding and requires a uniform, robust, and easily managed HR system in place which can be distributed and utilised by all schools. The system must create efficiencies, cost savings, improve data provision and allow online self-service by staff whilst having the capabilities to be added to as the Client expands and becomes responsible for more schools. Tender queries must be received by 11th December 2023. Tender submissions must be received by 18th December 2023.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48450000 - Time accounting or human resources software package
- 79414000 - Human resources management consultancy services
- 48810000 - Information systems

- 72212450 - Time accounting or human resources software development services
- 72222300 - Information technology services

II.2.3) Place of performance

NUTS codes

- UKI54 - Enfield
- UKH23 - Hertfordshire

II.2.4) Description of the procurement

The Client, a Multi-School Trust, consists of 14 schools across Enfield and Hertfordshire. The Client is currently expanding and requires a uniform, robust, and easily managed HR system in place which can be distributed and utilised by all schools. The system must create efficiencies, cost savings, improve data provision and allow online self-service by staff whilst having the capabilities to be added to as the Client expands and becomes responsible for more schools. There are currently different specialist IT systems in place with HR provisions, which are outside the core HR data management system. This means that many administrative tasks are carried out manually by HR staff instead of uniformly. The system needs to be cloud based to allow ease of access for the Client to all information provided by each school. The Client is willing to either procure the relevant software or access to a system which is hosted on the provider's site. Options should be provided for both, or either. As the Client consists of multiple schools, it is preferential for any on-site visits to be undertaken by a member of staff with Advanced DBS clearance which has been obtained within the past 3 years. Should training or implementation only require online access, this will not be necessary. Self-service should be available to managers and staff over several functions including completing and signing off performance reviews, completing sickness or absence forms, and booking and approving of leave or training courses. Implementation of the system is vital for the Client, and ensuring the system is accessible to all schools will be required January 2024. This is inclusive of all necessary training, installations, and set up. A full implementation plan will be required as part of the tender documentation and will need to be approved by the Client, with all dates agreed upon. Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). There will be mandatory and desirable requirements.- Mandatory requirements are stipulations which must be present, or the tender will be eliminated from the evaluation.- Desirable characteristics are elements of the tender which are to be scored by the Client. A panel of the Client's staff will undertake the evaluation process. The Client will consider quality and price in the evaluation of tenders. These are weighted to reflect relative importance and scored accordingly. The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out in the Invitation to Tender document.

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

Start date

22 January 2024

End date

21 January 2027

This contract is subject to renewal

Yes

Description of renewals

The duration of the contract will initially be for a period of 36 Months (3 Years) followed by an optional extension of 24 Months (2 Years).

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

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

18 December 2023

Local time

12:00pm

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

Tender must be valid until: 18 June 2024

IV.2.7) Conditions for opening of tenders

Date

18 December 2023

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

London

Country

United Kingdom