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Tender

HR & Payroll Solution

London School of Hygiene & Tropical Medicine

F02: Contract notice

Notice identifier: 2022/S 000-034888

Procurement identifier (OCID): ocds-h6vhtk-0296e7

Published 9 December 2022, 10:39am

Section I: Contracting authority

I.1) Name and addresses

London School of Hygiene & Tropical Medicine

Keppel Street,

London

WC1E 7HT

Contact

Caroline Chipperfield

Email

caroline.chipperfield@lshtm.ac.uk

Country

United Kingdom

Region code

UKI31 - Camden and City of London

National registration number

RC000330

Internet address(es)

Main address

<http://www.lshtm.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104519>

I.3) Communication

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

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=57842&B=LSHTM

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=57842&B=LSHTM

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

HR & Payroll Solution

Reference number

LSHTM-2021-08

II.1.2) Main CPV code

- 48450000 - Time accounting or human resources software package

II.1.3) Type of contract

Supplies

II.1.4) Short description

LSHTM requires a resilient HR and Payroll system to replace the current platform, which must be cloud based software as a service.

The solution is primarily required to cater for users within the UK for 3,000 approximately in total. It is expected to have the capability for managing a complete employee lifecycle from onboarding to offboarding in compliance with statutory requirements.

Due to changes in business requirements and acquisition of global workforce, LSHTM will potentially require a system with global capabilities.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72212450 - Time accounting or human resources software development services

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

II.2.4) Description of the procurement

LSHTM requires a resilient HR and Payroll system to replace the current platform, which must be cloud based software as a service.

The solution is primarily required to cater for users within the UK for 3,000 approximately in total. It is expected to have the capability for managing a complete employee lifecycle from onboarding to offboarding in compliance with statutory requirements.

Due to changes in business requirements and acquisition of global workforce, LSHTM will potentially require a system with global capabilities.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £3,000,000

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

Contract is for 5 Years with 2 optional extensions of 1 year

II.2.10) Information about variants

Variants will be accepted: Yes

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-003967](#)

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

Date

2 February 2023

Local time

1:00pm

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

Duration in months: 5 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 February 2023

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 7 Years

VI.4) Procedures for review

VI.4.1) Review body

The Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

London School of Hygiene & Tropical Medicine

Keppel Street

London

WC1E 7HT

Email

procurement@lshtm.ac.uk

Country

United Kingdom