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Tender

## **L24064-T-MC - Human Resources Information System and Work Force Management System**

London Luton Airport Operations Limited

F05: Contract notice – utilities

Notice identifier: 2024/S 000-036163

Procurement identifier (OCID): ocids-h6vhtk-04b4d5

Published 7 November 2024, 4:42pm

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

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

London Luton Airport Operations Limited

Percival House, Percival Way

Luton

Lu2 9NU

#### **Contact**

Michaela Caulfield

#### **Email**

[michaela.caulfield@ltn.aero](mailto:michaela.caulfield@ltn.aero)

#### **Country**

United Kingdom

#### **NUTS code**

UKH21 - Luton

### **Internet address(es)**

Main address

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

Buyer's address

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

### **I.3) Communication**

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

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

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/ltaol/aspx/Home>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

### **I.6) Main activity**

Airport-related activities

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## **Section II: Object**

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

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

L24064-T-MC - Human Resources Information System and Work Force Management System

Reference number

L24064-T-MC

#### **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**

As LLA currently do not have a people system with most of the people data being stored saved to file structure in a datacentre and within the payments system. As a subsidiary of a listed company, LLA has several corporate governance reporting obligations that will be facilitated by a people system. Currently the creation of these reports requires several manual process and controls, part of this project will be to automate or semi-automate as many of these controls as possible. This tender has been split into two lots, for the two separate requirements- the Human Resources Information System and Work Force Management System. Please see our document set on in-tend for full details.

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

Value excluding VAT: £1,490,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

## LOT 1 - Human Resources Information System

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKH21 - Luton

Main site or place of performance

London Luton Airport site or virtual

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

London Luton Airport (LLA) lacks a Human Resources Information System (HRIS). Currently, people management is conducted through spreadsheets and email communication. This approach is unsustainable for a business of our size and complexity. Without a proper HRIS, we will be unable to implement our People Strategy effectively and face significant risks of non-compliance with UK employment law, Data Protection/GDPR legislation, Luton Borough Council reporting requirements, and Aena's Internal Control Framework (ICFR) controls. Additionally, there are risks associated with payroll due to the manual processes required and single points of failure. A HRIS will address these risks and provide a platform for organisational growth. It will support all essential HR activities, automate reporting, and assist LLA managers with recruitment and onboarding processes.

### **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: £1,117,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

5 years initial contract period followed by two extension periods of 1 year each (5+1+1)

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

See tender documents for details

#### **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**

Please see tender documents for details

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

#### **II.2.1) Title**

LOT 2 - Work Force Management System

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKH21 - Luton

Main site or place of performance

London Luton Airport site or virtual

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

Currently, staff rostering in Security is managed manually through spreadsheets. This process is susceptible to errors due to the substantial number of manual entries required weekly. The management of this process relies heavily on a few key individuals with the necessary expertise. This approach is not sustainable for managing a team of over 500 individuals, as it poses significant risks of data corruption and incorrect payments to Security staff. Implementing a robust rostering or Work Force Management system would mitigate these risks, streamline administrative tasks, and enhance efficiency in rostering and overtime management.

### **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: £373,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

5 years initial contract period followed by two extension periods of 1 year each (5+1+1)

### **II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

Please see tender documents for details

**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**

Please see tender documents for details

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please see tender documents

#### **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

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

Please see tender documents

#### **III.1.8) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Please see tender documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see tender documents

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Negotiated procedure with prior call for competition

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Date

12 December 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.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6-12 months prior to the contract expiring

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Please see tender documents

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

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

London Luton Airport - The Legal team

Percival House, Percival Way

Luton

LU2 9NU

Email

[PROCUREMENT.TEAM@LTN.AERO](mailto:PROCUREMENT.TEAM@LTN.AERO)

Country

United Kingdom