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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): ocds-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

Country

United Kingdom

NUTS code

UKH21 - Luton

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

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

I.6) Main activity

Airport-related activities

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 store 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 Managment 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

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

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

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

Country

United Kingdom