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Planning

## **Integrated HR and Payroll System**

Conwy County Borough Council

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-036296

Procurement identifier (OCID): ocids-h6vhtk-03938f

Published 22 December 2022, 8:48am

### **Section I: Contracting authority**

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

Conwy County Borough Council

Bodlondeb, Bangor Road

Conwy

LL32 8DU

#### **Contact**

Sarah Martin

#### **Email**

[procurement@conwy.gov.uk](mailto:procurement@conwy.gov.uk)

#### **Telephone**

+44 1492574000

#### **Country**

United Kingdom

**NUTS code**

UKL13 - Conwy and Denbighshire

**Internet address(es)**

Main address

<http://www.conwy.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0389](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0389)

**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

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**Section II: Object**

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

**II.1.1) Title**

Integrated HR and Payroll System

**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**

Conwy County Borough Council provides HR & Payroll Services to approximately 7000 employees and employees of external companies. We are looking to procure an Integrated HR and Payroll System to be used Authority wide. We currently have a system in place where our current contract is due to end at the end of May 2024. We have embedded a strong culture over the years and it is vital that this is maintained.

#### **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
- 48100000 - Industry specific software package

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

NUTS codes

- UKL13 - Conwy and Denbighshire

Main site or place of performance

Conwy County

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

Conwy County Borough Council provides HR & Payroll Services to approximately 7000 employees and employees of external companies. We are looking to procure an Integrated HR and Payroll System to be used Authority wide. We currently have a system in place where our current contract is due to end at the end of May 2024. We have embedded a strong culture over the years and it is vital that this is maintained.

We therefore require an Integrated HR and payroll System to be implemented for all areas of workforce information, recruitment, training and development, and payroll. It must meet the following requirements:

- All absence recording and calculation
- Analytics/Management Information

- Complex organisational hierarchy
- Comprehensive HR & Payroll functionality
- Data Protection & Audit compliance
- Employee & Manager Self Service
- Learning & Development
- Multiple Pension Scheme administration and statutory reporting
- P11D's
- People Development
- Report writing software
- Travel, expenses and timesheet management
- Web recruitment

It is a requirement to be able to tailor the system to meet the needs of Conwy County Borough Council which will inevitably change over time. We expect to manage and monitor all aspects of workforce information easily and be able to report on the information we require in different formats, tailored to our desired audience through a variety of formal reports and dashboards.

To comply with our Welsh Language standards, we require the system to have online recruitment and employee portal available in both English and Welsh.

The length of contract we are looking for will be a minimum of 5 years which will consist of either of the following: 5 years + 1 + 1 or 3 years + 2 + 2 however, please note this is subject to change if / when we go out to tender.

#### **II.2.14) Additional information**

Please get in touch with [Karen.roberts12@conwy.gov.uk](mailto:Karen.roberts12@conwy.gov.uk) by latest 31/01/2023 if you can offer all of the above.

#### **II.3) Estimated date of publication of contract notice**

1 April 2023

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## **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

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## **Section VI. Complementary information**

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=127716](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=127716).

(WA Ref:127716)