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Tender

## **Provision of HR, Payroll, Recruitment, Staff Rota, Performance & Attendance Management Software with Self-service, Reporting and Analytics**

Eildon Housing Association

F02: Contract notice

Notice identifier: 2024/S 000-039567

Procurement identifier (OCID): ocds-h6vhtk-04c588

Published 9 December 2024, 11:05am

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

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

Eildon Housing Association

The Weaving Shed, Ettrick Mill, Dunsdale Road

Selkirk

TD7 5EB

#### **Contact**

Geoff Hope

#### **Email**

[geoff@eildon.org.uk](mailto:geoff@eildon.org.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM91 - Scottish Borders

**Internet address(es)**

Main address

<http://www.eildon.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11283](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11283)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Provision of HR, Payroll, Recruitment, Staff Rota, Performance & Attendance Management Software with Self-service, Reporting and Analytics

#### **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**

Eildon are looking to secure a single supply partner of HR, payroll and workforce software

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

Value excluding VAT: £550,000

#### **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

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

NUTS codes

- UKM91 - Scottish Borders

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

Eildon are looking to secure a single supply partner of HR, payroll and workforce software to:

- Meet our full business requirements as detailed in Eildon HL Requirements Spec v0.1.xlsx
- Through the provision, configuration and implementation of at least 3 environments, Test, Train and Live
- Meet cloud security principles, such as secure by design;
- Be available 24/7, fast and responsive with a 99.9% up time track record;
- Hold Eildon's data in line with UK GDPR;
- Provide a professional and responsive implementation and a post implementation managed support service and service helpdesk including the management of upgrades/change requests.
- Provide proactive account management
- Partner with. One who has good leadership and a clear investment strategy based on developing the solution for its customers.
- Provide relevant training and support for administrators, including training manuals and user guides.

#### **II.2.5) Award criteria**

Quality criterion - Name: Method Statement / Weighting: 70

Price - Weighting: 30

#### **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

option to extend two times 12 months at Eildon's discretion.

#### **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

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### **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

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## **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

22 January 2025

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: 31 March 2025

#### **IV.2.7) Conditions for opening of tenders**

Date

22 January 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

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

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=785204](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=785204).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:785204)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=785204](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=785204)

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

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

Selkirk Sheriff Court

Selkirk

Country

United Kingdom

