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Tender

## **Provision of a Human Resource System & Duties Management System**

The Police and Crime Commissioner for Warwickshire

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Procurement identifier (OCID): ocids-h6vhtk-0523fd

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### **Scope**

### **Reference**

WPA25-0036

### **Description**

You are invited to tender for the provision of a Human Resources (HR) System and Duties Management System to Warwickshire Police.

The requirement will be tendered in the following lots:

Lot 1 – HR System including:

- o Human Resources Management and Training Administration (core requirements).
- o Case Management, Performance Management, and Recruitment (optional).

Lot 2 – Duties Management System - A system which holds working hours and shift patterns for our officers and staff encompassing shift planning, rostering, managing minimum staffing levels, and leave requests.

Important Note: For Lot 2 bidders must be able to deliver the solution directly and not through a partner. It is a condition of participation for Lot 2 that suppliers have a developed Duties Management System which is operating in a policing environment.

We are following a competitive flexible procedure comprising of the following stages:

Stage 1 – Participation & Tender

Stage 2 – Demonstrations & BAFO

Stage 3 – Contract Award

This tender falls above the relevant threshold, therefore, is inside The Procurement Act 2023.

The contract shall be for an initial period which includes the implementation period plus 5-year(s) licence, support & maintenance (from system go live) with an option to extend for up to a further 3 x 12-month periods. The contract dates and extension dates provided in this notice are for guidance only based upon estimated timescales of an implementation period February 2026 to July 2027 with an anticipated Go live of systems 01 August 2027.

Estimated contract value ranges are as follows:

Lot 1 - £900K to £1.5 million (excluding VAT) including one off implementation costs plus options

Lot 2 - £800K to £1.25 million (excluding VAT) including one off implementation costs

Costs are estimated and may be subject to change depending on the type of solution and licensing terms selected.

All expressions of interest should be made via the Warwickshire Police In-tend tendering portal accessible via the In-tend Bluelight Hub: <https://sell2.in-tend.co.uk/blpd/home>. You can view the tender details via the `Tenders` tab. However to view the procurement documents you must register/ log in. To register please go to the `Portals` section and select Warwickshire Police to get to our tender portal. If you are already registered, simply log in and go the `Tenders` section to access the tender and the documents.

Link to Supplier Guide for the In-tend Bluelight hub

<https://bluelightcommercial.police.uk/media/2284/sell2bluelight-in-tend-full-supplier->

[guide.pdf](#)

Please note that if you previously expressed interest in the Preliminary Market Engagement exercise, you must register separately for this tender exercise on In-tend.

Any questions relating to this procurement procedure must be made via the Correspondence function on the In-tend portal.

### **Total value (estimated)**

- £2,750,000 excluding VAT
- £3,300,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 February 2026 to 31 July 2032
- Possible extension to 1 August 2035
- 9 years, 6 months, 1 day

Description of possible extension:

3 x 12-month periods

### **Main procurement category**

Goods

### **CPV classifications**

- 48000000 - Software package and information systems
  - 48100000 - Industry specific software package
  - 48450000 - Time accounting or human resources software package
  - 72261000 - Software support services
  - 72263000 - Software implementation services
  - 72268000 - Software supply services
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## **Lot LOT-0001. HR System**

### **Description**

Human Resources Management and Training Administration (core requirements).

Case Management, Performance Management, and Recruitment (optional).

Our requirements are split into core elements and optional modules which are currently subject to separate contracts, but which we may wish to bring into scope at a later date. For the purposes of evaluation, only core requirements will be considered.

System Scope (Core):

We are looking for a system with the following functionality:

- Human Resources Management
- Centralised database
- Employee self-service
- Onboarding and offboarding

- Absence Management
- Workforce analytics
- Compliance
- Training Administration
- Creating, scheduling, and managing courses
- Creating and maintaining training and skills records
- Reporting tools dashboards and analytics
- System Administration tools
- Integration with Duties Management System and other third-party systems (e.g. payroll, Corevet)
- Integrations with Microsoft 365 and Business Objects
- Secure data capture and reporting
- System Support and Maintenance
- Training Support and Materials

System Scope (Optional Modules):

Recruitment

Performance Management

Case Management

All Functional & Non-Functional Requirements are detailed in “2a Annex 1 Functional & Non-Functional Requirements”.

Full details are included in the Invitation to Tender documents.

**Lot value (estimated)**

- £1,500,000 excluding VAT
- £1,800,000 including VAT

### **Same for all lots**

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot LOT-0002. Duties Management System**

### **Description**

A system which holds working hours and shift patterns for our officers and staff encompassing shift planning, rostering, managing minimum staffing levels, and leave requests.

Important Note: For Lot 2 bidders must be able to deliver the solution directly and not through a partner. It is a condition of participation for Lot 2 that suppliers have a developed Duties Management System which is operating in a policing environment.

We are looking for a system with the following functionality:

- Shift Scheduling
- Leave and Absence Management
- Reporting tools dashboards and analytics
- System Administration tools
- Integration with HR Management System
- Integrations with Microsoft 365 and Business Objects
- Secure data capture and reporting
- System Support and Maintenance

- Training Support and Materials

All Functional & Non-Functional Requirements are detailed in “2a Annex 1 Functional & Non-Functional Requirements”.

Full details are included in the Invitation to Tender documents

### **Lot value (estimated)**

- £1,250,000 excluding VAT
- £1,500,000 including VAT

### **Same for all lots**

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Submission**

### **Enquiry deadline**

28 October 2025, 5:00pm

### **Submission type**

Tenders

### **Tender submission deadline**

31 October 2025, 12:00pm

## **Submission address and any special instructions**

Please note that if you previously expressed interest in the Preliminary Market Engagement exercise, you must register separately for this tender exercise on the In-tend Bluelight portal.

Where stages require the submission of documents, you must submit one electronic copy of the entire stage response via the In-tend Bluelight tendering portal <https://sell2.in-tend.co.uk/blpd/publictenders>

Link to user guide for the In-tend Bluelight portal  
<https://bluelightcommercial.police.uk/media/2284/sell2bluelight-in-tend-full-supplier-guide.pdf>

For your submissions please clearly label the title of all electronic files uploaded so that they are easily identifiable.

All documents must be completed in English. In submitting via the tendering portal, please upload your submission using the 'Attach documents' button - please do not send via any other method and please do not use the Correspondence function as this will not be accepted. Please ensure that once documents attached you click 'Submit Response'. Failure to submit by the required deadline will result in disqualification from the procedure.

NOTE: Large files may take some time to upload. We advise that you log-on to commence your upload process at least 2 hours prior to the deadline.

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

6 January 2026

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## Award criteria

Name	Description	Type
Simple description	<p>Weightings are set at ranges which we reserve the right to refine at different stages of the procedure. Stage 1 Participation &amp; Tender (same criteria for both lots) Supplier Information/Central Digital Platform - Pass/Fail Functional &amp; Non-functional Requirements Matrix - Pass/Fail Tender Questions - Technical &amp; Social Value 70% (Published Range 20% - 70%) Pricing 30% (Published Range 30% - 40%) System Demo 0% (Published Range 0% - 30%) The top 3 highest scoring bidders in each lot will be invited to participate in Stage 2 Stage 2 Demo &amp; BAFO (same criteria for both lots) Tender Quality Score (From stage 1) 20% (Published Range 20% - 70%) System Demo 40% (Published Range 0% - 40%) Final Pricing 40% (Published Range 30% - 40%) We reserve the right to refine the award criteria during the procedure prior to inviting final tenders. Full stage details are set out in Section 6 of the Invitation to Tender.</p>	Price

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## Weighting description

Weightings are set at ranges which we reserve the right to refine at different stages of the procedure.

Stage 1 Participation & Tender (same criteria for both lots)

Supplier Information/Central Digital Platform - Pass/Fail

Functional & Non-functional Requirements Matrix - Pass/Fail

Tender Questions - Technical & Social Value 70% (Published Range 20% - 70%)

Pricing 30% (Published Range 30% - 40%)

System Demo 0% (Published Range 0% - 30%)

The top 3 highest scoring bidders in each lot will be invited to participate in Stage 2

Stage 2 Demo & BAFO (same criteria for both lots)

Tender Quality Score (From stage 1) 20% (Published Range 20% - 70%)

System Demo 40% (Published Range 0% - 40%)

Final Pricing 40% (Published Range 30% - 40%)

We reserve the right to refine the award criteria during the procedure prior to inviting final tenders. Full stage details are set out in Section 6 of the Invitation to Tender.

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

Stage 1 – Participation & Tender

Stage 2 – Demonstrations & BAFO

Stage 3 – Contract Award

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## Contracting authority

### The Police and Crime Commissioner for Warwickshire

- Public Procurement Organisation Number: PXNY-4251-DZLZ

Warwickshire Police Headquarters

Leek Wootton

CV35 7QB

United Kingdom

Email: [procurement@warwickshire.police.uk](mailto:procurement@warwickshire.police.uk)

Region: UKG13 - Warwickshire

Organisation type: Public authority - sub-central government