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Planning

## **Combined HR and Payroll SAAS Solution - Pre-market Engagement Notice**

Truro and Penwith College

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-070140

Procurement identifier (OCID): ocds-h6vhtk-05d825 ([view related notices](#))

Published 31 October 2025, 2:38pm

### **Scope**

### **Reference**

HR-System-2025

### **Description**

Truro and Penwith College intends to run a Competitive Flexible Procedure for a combined HR and Payroll software-as-a-service solution, including implementation, data migration, integrations, training, and support.

This pre-market engagement (PME) aims to:

- Brief potential suppliers on the requirement and provide a forum for clarifications and Q&A.
- Test proportional conditions of participation and specification assumptions.
- Support a transparent, SME-friendly competition design.

This is not a call for competition or a tender. No contract will be awarded from this notice. The intention is to issue a Tender Notice (UK4) shortly after the PME has been concluded.

Further information is available from and expressions of Interest, to be involved in this pre-market engagement, are to be submitted via the following portal by 1600 hours on 14 November 2025:

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

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

- 31 March 2026 to 30 June 2026
- 3 months, 1 day

### **Main procurement category**

Goods

### **CPV classifications**

- 48000000 - Software package and information systems

### **Contract locations**

- UKK - South West (England)

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## **Engagement**

## Engagement deadline

14 November 2025

## Engagement process description

The PME process is as detailed below.

### 1. Expressions of Interest (EOI)

- Submit EOI via portal link: <https://in-tendhost.co.uk/intendsharingservices/asp/Home> by Friday 14 November 2025 at 16:00 hours.

- Include:

- ? Legal entity name and company number.

- ? Nominated contact person.

- ? Valid corporate email address for Microsoft Teams invite.

### 2. Single Supplier Q&A Event

- One live online Q&A session for all interested suppliers via Microsoft Teams on Thursday 20 November 2025 1030–1200 hours UK time

- Session will cover POB content, CFP stage design and supplier Q&A.

- All questions and answers will be logged and shared with all engaged suppliers after the event.

### 3 Bilateral Communications

- No one-to-one meetings planned or envisaged.

- Submit Q&A clarification requests via portal link: <https://in-tendhost.co.uk/intendsharingservices/asp/Home> by Monday 10 November 2025 at 16:00 hours.

- Answers and any clarifications will be shared with all engaged suppliers.

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## Submission

### Publication date of tender notice (estimated)

31 December 2025

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## Contracting authority

### Truro and Penwith College

- UK Register of Learning Providers (UKPRN number): 10007063

College Road

Truro

TR1 3XX

United Kingdom

Contact name: Guy Guerandel

Email: [guyg@truro-penwith.college](mailto:guyg@truro-penwith.college)

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)