

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/079366-2025>

Award

HR Management Software

Colchester Institute

UK5: Transparency notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-079366

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

Published 3 December 2025, 1:32pm

Scope

Description

The Colchester Institute has a requirement to appoint a supplier for the supply, implementation and maintenance of a Human Resource Management software system.

It is a requirement that the new system will go live at the start of 01/06/2026. The College has a turnover circa £40 million.

Modules to include:

Core HR

LMS

Performance Management

Contract 1. HR Management Software

Supplier

- HI BOB (UK) LIMITED

Contract value

- £728,000 including VAT

Above the relevant threshold

Earliest date the contract will be signed

16 January 2026

Contract dates (estimated)

- 23 January 2026 to 22 January 2029
- Possible extension to 22 January 2031
- 5 years

Description of possible extension:

In accordance with the Procurement Act 2023, the decision shall be dependent on the pre-market engagement notice submitted near the contract end date. If the proposed candidates are not deemed suitable for our systems under the Act's supplier assessment provisions, we will maintain the current contract and extend it for an additional two years, subject to the modification rules set out in Part 5 of the Act.

Main procurement category

Goods

CPV classifications

- 48450000 - Time accounting or human resources software package

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Direct award

Direct award justification

Single supplier - technical reasons

The contract award is based on:

Procurement Act 2023 Regulation 41 Sch.5:

Single supplier:

The HR Management Software Contract will cover the period from the conclusion of the current contract on 23rd January 2026 and will endure for 3 years, plus two optional one-year extensions periods. The contract will be awarded in accordance with the Procurement Act 2023 (PA23) and the Procurement Regulations 2024. It is considered that this contract can be awarded by way of a Direct Award to HIBOB in accordance with Schedule 5 - Single Supplier, paragraph 10 of the PA23 due to the unique compatibility reasons relating to other systems used by Colchester Institute.

Over a two month period, Colchester Institute undertook market engagement to identify a suitable supplier for the HR Management Software Contract that could integrate effectively with our existing systems. Following this process, HIBOB was identified as the supplier whose solution demonstrated compatibility with our other systems used across

the college. This compatibility ensured compliance with the Procurement Act 2023 by delivering value for money, avoiding disproportionate redesign and modification costs, and mitigating risks of inefficiency or unnecessary expenditure in adapting other systems.

Supplier

HI BOB (UK) LIMITED

- Companies House: 10568577
- Public Procurement Organisation Number: PMJB-3191-TXYJ

5 New Street Square

London

EC4A 3TW

United Kingdom

Email: gerda.williams@hibob.com

Region: UKI31 - Camden and City of London

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. HR Management Software

Contracting authority

Colchester Institute

- UK Register of Learning Providers (UKPRN number): 10001535
- Public Procurement Organisation Number: PNJC-5399-NQZT

Sheepen Road

Colchester

CO3 3LL

United Kingdom

Email: procurement.team@colchester.ac.uk

Website: <https://www.colchester.ac.uk/>

Region: UKH34 - Essex Haven Gateway

Organisation type: Public authority - sub-central government