This is a published notice on the Find a Tender service: https://www.find-tender.service.gov.uk/Notice/079550-2025

Planning

Provision of a Human Resources Information System (HRIS) / Caffael System Gwybodaeth Adnoddau Dynol

Social Care Wales

UK2: Preliminary market engagement notice - Procurement Act 2023 - view information about notice types

Notice identifier: 2025/S 000-079550

Procurement identifier (OCID): ocds-h6vhtk-05ee64 (view related notices)

Published 4 December 2025, 8:28am

Scope

Reference

HRIS

Description

Social Care Wales intends to procure a secure, user-friendly HR Information System (HRIS) to streamline HR processes, improve efficiency, and ensure compliance with bilingual and accessibility standards. The system will support HR teams, line managers, and employees through automation, integration, and self-service functionality.

Key Objectives

~Implement a secure HRIS that simplifies HR operations and enhances user experience.

~Enable efficient management of personal data, absence tracking, performance reviews, and reporting.

~Ensure full bilingual functionality (Welsh and English) and compliance with WCAG 2.2 accessibility standards.

~Provide self-service portals for employees and line managers.

~Improve efficiency through automation and integration with existing systems.

Core Requirements

HR Functionality:

~Employee data management (personal details, job/pay records, equality data).

~Absence and leave management with automated carry-forward.

~Training record management and integration with IHASCO LMS.

~Standard and custom HR reporting (workforce composition, pay gap, retention, attendance).

~Notifications for tasks and workflows.

Employee & Manager Self-Service:

~Leave requests and approvals.

~Time and attendance tracking with carry-over functionality.

~Performance management (objectives, review notes).

~Ability to update personal details with HR notifications.

Technical & Integration:

~Compatibility with Microsoft products (Forms, SharePoint).

~Secure login (at least 2FA but preferably SSO) and role-based permissions

~Document storage for HR and managers.

~Ongoing technical support and training under SLA.

Compliance:

~Full bilingual functionality (Welsh/English).

~Accessibility compliance with WCAG 2.2.

~GDPR and data protection considerations (including DPIA support).

~Registered as a data controller with ICO

~Cyber Essentials Plus

~Data to be held in UK (or EEA if there are no alternative options)

Future Considerations

~Integration with Applicant Tracking System and extended Learning Management System.

Mae Gofal Cymdeithasol Cymru'n bwriadu caffael System Gwybodaeth Adnoddau Dynol (HRIS) ddiogel, hawdd ei defnyddio i symleiddio prosesau AD, gwella effeithlonrwydd, a sicrhau cydymffurfiaeth â safonau dwyieithog a hygyrchedd. Bydd y system yn cefnogi timau AD, rheolwyr llinell a gweithwyr trwy awtomeiddio, integreiddio, ac ymarferoldeb hunanwasanaeth.

Amcanion Allweddol:

~Gweithredu HRIS dogel sy'n symleiddio gweithrediadau AD a gwella profiad y defnyddiwr.

~Galluogi rheoli data personol effeithlon, tracio absenoldebau, adolygiadau perfformiad, ac adrodd.

~Sicrhau ymarferoldeb dwyieithog llawn (Cymraeg a Saesneg) a chydymffurfiaeth â safonau hygyrchedd WCAG 2.2.

~Darparu pyrth hunanwasanaeth i weithwyr a rheolwyr llinell.

~Gwella effeithlonrwydd trwy awtomeiddio ac integreiddio â systemau presennol.

Gofynion Craidd

Ymarferoldeb AD:

~Rheoli data cyflogeion (manylion personol, cofnodion swydd/cyflog, data cydraddoldeb).

~Rheoli Absenoldeb a gwyliau gyda chario drosodd awtomataidd.

~Rheoli cofnodion hyfforddi ac integreiddio â IHASCO LMS.

~Adrodd elfennau safonol ac arferol adnoddau dynol (cyfansoddiad y gweithlu, bwlch cyflog, cadw staff, presenoldeb).

~Hysbysiadau ar gyfer tasgau a llifoedd gwaith.

Hunanwasanaeth Gweithwyr a Rheolwr:

~Cymeradwyo ceisiadau ar gyfer gwyliau.

~Tracio amseroedd a phresenoldeb gydag ymarferoldeb cario drosodd.

~Rheoli perfformiad (amcanion, nodiadau adolygu).

~Y gallu i ddiweddaru manylion personol gyda hysbysiadau AD.

Technegol ac Integreiddio:

~Cydnawsedd/cydnabyddiaeth â chynhyrchion Microsoft (Ffurflenni, SharePoint).

~Mewngofnodi diogel (o leiaf 2FA ond yn delfrydol SSO) a chaniatâd/cymeradwyo ar sail rôl.

~Storio dogfennau ar gyfer AD a rheolwyr.

~Cymorth technegol parhaus a hyfforddiant o dan CLG.

Cydymffurfiad:

~Ymarferoldeb dwyieithog llawn (Cymraeg/Saesneg).

~Cydymffurfio â WCAG 2.2.

~GDPR ac ystyriaethau diogelu data (gan gynnwys cymorth DPIA).

~Wedi'i gofrestru fel rheolydd data gydag ICO

~Hanfodion Seiber Plws

~Data i'w gadw yn y DU (neu'r AEE os nad oes opsiynau arall)

Ystyriaethau yn y dyfodol:

~Integreiddio â System Tracio Ymgeiswyr a System Rheoli Dysgu estynedig.

Total value (estimated)

- £141,667 excluding VAT

- £170,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 3 August 2026 to 31 July 2029

- Possible extension to 31 July 2031

- 4 years, 11 months, 29 days

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKL - Wales

Engagement

Engagement deadline

13 January 2026

Engagement process description

Social Care Wales is seeking market engagement to understand available solutions, indicative costs, and implementation timelines. Interested suppliers are invited to share information on suitable HRIS solutions that meet these requirements.

We will be holding two preliminary market engagement sessions via MS Teams on

14:30, Thursday 11 December 2025

13:30, Thursday 8 January 2026

The sessions will be hosted by project team:

Beth Ackland

Vivienne Richards

Ysabel Daly

Andrew Jones

Marianne Lewis

And a member of the procurement Team.

Both sessions will begin with the same presentation outlining the requirements, following which an opportunity for questions and answers will follow. The sessions will be recorded and uploaded against this notice on Sell2Wales.

If you are interested in joining a preliminary market engagement session, please email

procurement@socialcare.wales advising the tender title and desired session date/time.

The Sell2Wales question and answer portal will be live against this PME notice until 17:00 Tuesday 13 January 2026.

Mae Gofal Cymdeithasol Cymru'n ceisio ymgysylltu â'r farchnad i ddeall yr atebion, costau, ac amserlenni gweithredu sydd ar gael. Gwahoddir cyflenwyr sydd â diddordeb i rannu gwybodaeth am atebion HRIS addas sy'n bodloni'r gofynion hyn.

Byddwn yn cynnal dwy sesiwn ymgysylltu ragarweiniol â'r farchnad trwy MS Teams ar

14:30, Dydd Iau 11 Rhagfyr 2025

13:30, Dydd Iau 8 Ionawr 2026

Bydd y sesiynau yn cael eu cynnal gan dîm y prosiect:

Beth Ackland

Vivienne Richards

Ysabel Daly

Andrew Jones

Marianne Lewis

Aelod o'r Tîm caffael.

Bydd y ddwy sesiwn yn dechrau gyda'r un cyflwyniad yn amlinellu'r gofynion, ac yna bydd cyfle i gwestiynau ac atebion i ddilyn. Bydd y sesiynau'n cael eu recordio a'u llwytho i fyny yn erbyn yr hysbysiad hwn ar Sell2Wales.

Os oes gennych ddiddordeb mewn ymuno â sesiwn ymgysylltu rhagarweiniol â'r farchnad, anfonwch e-bost at procurement@socialcare.wales gan roi teitl y tendr a'r dyddiad/amser delfrydol yn y sesiwn a ddymunir.

Bydd porth cwestiynau ac atebion Sell2Wales yn fyw yn erbyn yr hysbysiad PME hwn tan 17:00 Dydd Mawrth 13 Ionawr 2026

Participation

Particular suitability

- Small and medium-sized enterprises (SME)

- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

30 April 2026

Contracting authority

Social Care Wales

- Public Procurement Organisation Number: PTTZ-7468-NYRQ

South Gate House

Cardiff

CF10 1EW

United Kingdom

Contact name: Procurement Team

Email: procurement@socialcare.wales

Website: http://www.socialcare.wales

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales