

United Kingdom-Guildford: Time accounting or human resources software package

OJ S 81/2017 26/04/2017

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University of Surrey

Postal address: Senate House, Stag Hill Campus

Town: Guildford

Postal code: GU2 7XH

Country: United Kingdom

Contact person: Procurement

For the attention of: Peter Lloyd MCIPS

E-mail: procurement@surrey.ac.uk

Telephone: +44 01483300800

Fax: +44 01483300800

Internet address(es):General address of the contracting authority: <https://in-tendhost.co.uk/universityofsurrey/asp/Home>Address of the buyer profile: <https://in-tendhost.co.uk/universityofsurrey/asp/Home>**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Education

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Supply and Operation of an HR and Payroll System — SQ and ISOS Stages.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

NUTS code UKJ23 Surrey

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The University of Surrey ('the University') is seeking to appoint a provider for the supply and operation of an HR / Payroll System incorporating the following:

- Payroll,
- Human Resources System,
- Establishment Management,
- Budgeting, and Forecasting, and
- Data Migration.

Further details are set out in the Selection Questionnaire.

The University is undertaking this procurement under the Competitive Dialogue procedure in accordance with Public Contracts Regulations 2015.

II.1.6. CPV code(s)

48450000 Time accounting or human resources software package

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 3 500 000 and 5 500 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The initial contract period will be for five (5) years. The University may extend the contract for two (2) further two (2) year periods.

II.2.3. Information about renewals

This contract is subject to renewal: yes

II.3. Duration of the contract or time limit for completion

Duration in months: 108 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: As detailed in the Selection Questionnaire.

III.2.2. Economic and financial ability

List and brief description of conditions: As detailed in the Selection Questionnaire.

III.2.3. Technical and professional ability

List and brief description of conditions:

As detailed in the Selection Questionnaire.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

competitive dialogue

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: The objective criteria are set out in the Selection Questionnaire.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

393/PL

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2016/S 197-355873](#) of 12.10.2016

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 23.5.2017 - 23:59

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

30.5.2017 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Date: 30.5.2017 - 12:01

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Interested providers must complete and return the Selection Questionnaire (SQ) via the University's e-tendering system In-Tend by the date and time specified in IV.3.4). Unless you have done so previously, Tenderers are required to register their company details on In-Tend. No charge is made for registration or access to this system. Full details and user guides on how to register and operate the system are available via the link <https://in-tendhost.co.uk/universityofsurrey/asp/In-Tend/Registration>

Once in the web site, click on 'current tenders' and then on 'new tender details' for this tender for further information. If you wish to express interest click on 'express interest' and if you have not previously done so, register your company. The e-mail address should be generic (tenders@abc-ltd.com) rather than a personal address, as login details, subsequent messages, and tender documents will be automatically sent to this e-mail address, therefore please ensure the email account registered on this system is regularly monitored. You may register more than one user per organisation against your account.

Further information about the University of Surrey can be found at <http://www.surrey.ac.uk>

VI.4. Procedures for review

VI.4.1.

Review body

Official name: University of Surrey

Postal address: Senate House

Town: Guildford

Postal code: GU1 7XH

Country: United Kingdom

E-mail: procurement@surrey.ac.uk

VI.4.2. Review procedure**VI.4.3. Service from which information about the review procedure may be obtained**

Official name: University of Surrey

Postal address: Senate House

Town: Guildford

Postal code: GU2 7XH

Country: United Kingdom

E-mail: procurement@surrey.ac.uk

VI.5. Date of dispatch of this notice

24.4.2017