

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

OJ S 92/2015 13/05/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: One Housing Group
Postal address: 100 Chalk Farm Road
Town: London
Postal code: NW1 8EH
Country: United Kingdom
For the attention of: Chris Shaw
E-mail: chris.shaw@shawcc.co.uk

Internet address(es):

General address of the contracting authority: www.onehousinggroup.co.uk
Address of the buyer profile: <http://www.shawcc.co.uk>

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

Housing and community amenities

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

HR and Payroll Solution.

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

Services

Service category No 7: Computer and related services

NUTS code UKI11 Inner London - West

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)

One Housing Group is looking for a HR and Payroll solution. HR will be LOT 1 and Payroll will be LOT 2. Suppliers can bid for either or all LOTS. Both solutions need to be provided as Software as a Service solutions.

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: no

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The provision of the Software as a Service Solution which will be accessed through a Web Browser.

Lot 1 — Scope:

— A solution that is delivered as a Service (SaaS) that is operated within the European Economic Area (EEA);

— Common functional requirements and System wide functions;

— Human Resources — Core e.g.;

— Recruitment — Note: One Housing Group currently outsource this to a 3rd party, but the system must have this functionality. Our brand interface must be customisable;

— Candidate Application Processing;

— Streamlined, time saving and intuitive On-boarding recruited staff into business;

— Comprehensive Self-Service Features;

— Time and attendance;

— Absence management;

— Ability to apportion a post to different cost centres, or identify a way to do this;

— A system which can be integrated to AD for Single Sign On;

— Accessed from any device (PC, Tablet, PC);

— Security and Audit;

— Migration of data held in the current system into your proposed system;

— Ability to create user reports to support quality analytics and business intelligence;

— Pre-defined reports (modifiable) covering major elements of HR tracking and information;

— Supports all UK legislative requirements to support HRMC requirements etc. P11D, P60, etc.;

— A system that can cope with overtime hours;

— Integrated with the payroll solution;

— Supports integration with the Sun finance system;

— Integration to One Housing Groups Learning Management System (Cornerstone);

— The system should provide a set of Restful web based API's to enable integration with other OHG owned systems;

— Ability to integrate and allow data feeds with other IT systems used in the organisation;

— A solution that can generate organisation charts;

- A system that can hold and enable One Housing Group to build additional and customised fields;
- Ability to easily customise and brand communications from the system;
- The ability for staff to reset their own passwords if forgotten / locked out with a trigger to HR if the individual is not able to gain access;
- A system that operates on a SQL backend Database.

Lot 2 Scope:

- A solution that is delivered as a Service (SaaS) that is operated within the European Economic Area (EEA);
- Payroll core e.g.;
- Manage different types payroll runs at any time during the month;
- Multiple employee payment methods and allowances;
- Supports multiple pay types e.g. SMP, SAP, SPP, OSP, PRP, etc.;
- Bulk data amendment;
- Electronic pay slips;
- Ability to make BACS and CHAPS payments outside of the payrun;
- Ability to re-use the employee numbers currently in place which are 7 characters (Alphanumeric) long;
- Ability to re-use location codes currently in place which are up to 15 characters (Alphanumeric) long;
- Ability to create user defined reports to support quality analytics and business intelligence;
- Common functional requirements and System wide functions;
- Migration of data held in the current system into your proposed system;
- A system which can be integrated to AD for Single Sign On;
- Accessed from any device (PC, Tablet, PC);
- Security and audit;
- A flexible Payroll bureau services that may be tailored to meet One Housing Group's requirements;
- Direct access to key personnel as required that follow robust processes;
- Payroll processing;
- Customised payroll structures, reports and payslips;
- A range of charging structures and service level agreements;
- Integrated with the HR solution;
- Supports integration with the Sun finance system;
- The system should provide a set of Restful web based API's to enable integration with other OHG owned systems;
- Ability to integrate and allow data feeds with other IT systems used in the organisation;
- Pensions e.g. Social Housing Pension Scheme, Local Government Pension Scheme, etc.;
- RTI Compliance and integration;
- A service that can cope with in excess of 500 variances each month. This is very likely to increase substantially over the next 4 years;
- Needs to be able to receive pay instructions from the HR system, or other systems, to trigger variable payments;
- Payment of overtime etc. through information entered on the HR system.

A system that operates on a SQL backend Database.

Services Required Include:

- Data Migration and Load;
- Multiple environments (Live, Train and Test);
- End User Training;
- Documentation;

Full Project Management;

Parallel system running before switchover from old solution to new solution.

The solution needs to support 1 500 users of which a minimum of 15 users will be based in HR team.

The solution will need to operate in full across any device — Phone, Tablet and PC.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

Start 7.10.2015. Completion 30.4.2021

Information about lots

Lot No: 1

Lot title: HR Solution

1) Short description

To provide One Housing Group with a HR Solution that is delivered as a Software as a Service.

2) CPV code(s)

48450000 Time accounting or human resources software package

3) Quantity or scope

The provision of a Software as a Service HR Solution which will be accessed through a Web Browser.

— A solution that is delivered as a Service (SaaS) that is operated within the European Economic Area (EEA);

— Common functional requirements and System wide functions;

— Human Resources — Core e.g.;

— Recruitment — Note: One Housing Group currently outsource this to a 3rd party, but the system must have this functionality. Our brand interface must be customisable;

— Candidate Application Processing;

— Streamlined, time saving and intuitive On-boarding recruited staff into business;

— Comprehensive Self-Service Features;

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— Ability to apportion a post to different cost centres, or identify a way to do this;

— A system which can be integrated to AD for Single Sign On;

— Accessed from any device (PC, Tablet, PC);

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— Ability to create user reports to support quality analytics and business intelligence;

— Pre-defined reports (modifiable) covering major elements of HR tracking and information;

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- Ability to integrate and allow data feeds with other IT systems used in the organisation;
- A solution that can generate organisation charts;
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- A system that operates on a SQL backend Database.

Data Migration and Load;

Multiple environments (Live, Train and Test);

End User Training;

Documentation;

Full Project Management;

Parallel system running before switchover from old solution to new solution.

The solution needs to support 1 500 users of which a minimum of 15 users will be based in HR team.

The solution will need to operate in full across any device — Phone, Tablet and PC.

4) Indication about different time frame or duration

Start 17.10.2015. Completion 30.4.2021

5) Additional information about lots

Lot No: 2

Lot title: Payroll Solution

1) Short description

To Provide One Housing Group with a Payroll Solution that is delivered as a Software as a Service.

2) CPV code(s)

48450000 Time accounting or human resources software package

3) Quantity or scope

The provision of a Software as a Service Payroll Solution which will be accessed through a Web Browser.

— A solution that is delivered as a Service (SaaS) that is operated within the European Economic Area (EEA);

— Payroll core e.g.;

— Manage different types payroll runs at any time during the month;

— Multiple employee payment methods and allowances;

— Supports multiple pay types e.g. SMP, SAP, SPP, OSP, PRP, etc.;

— Bulk data amendment;

— Electronic pay slips;

— Ability to make BACS and CHAPS payments outside of the payrun;

— Ability to re-use the employee numbers currently in place which are 7 characters (Alphanumeric) long;

— Ability to re-use location codes currently in place which are up to 15 characters (Alphanumeric) long;

— Ability to create user defined reports to support quality analytics and business intelligence;

— Common functional requirements and System wide functions;

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- Accessed from any device (PC, Tablet, PC);
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- Supports integration with the Sun finance system;
- The system should provide a set of Restful web based API's to enable integration with other OHG owned systems;
- Ability to integrate and allow data feeds with other IT systems used in the organisation;
- Pensions e.g. Social Housing Pension Scheme, Local Government Pension Scheme, etc.;
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The solution needs to support 1 500 users of which a minimum of 15 users will be based in HR team.

The solution will need to operate in full across any device — Phone, Tablet and PC.

4) Indication about different time frame or duration

Start 7.10.2015. Completion 30.4.2021

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Dependent on the suppliers status, a performance bond or guarantee may be required.

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

An agreement as to how the project is funded will be covered as part of the contract negotiations with the preferred supplier. Any payment made to the supplier will be in pounds sterling and will be normally made by electronic funds transfer.

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

One Housing Group specific requirements are yet to be determined; however it does require

that the contract awarded be entered into by a single legal entity on the part of the successful supplier(s). Any legal entity which has a group of entities will be required to provide an undertaking to be jointly and severally responsible for the due performance of the project.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Suppliers will need to comply with One Housing Group Standard Terms and Conditions of Contracts. One Housing Group are not bound to accept any or all of the suppliers response.

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: All interested parties need to register an interest and then provide a completed response no later than 9:00 on the 1.6.2015. Interested parties will be able to download the PQQ which needs to be completed in full and returned by the deadline.

III.2.2. Economic and financial ability

List and brief description of conditions: Detailed in full in the PQQ.

III.2.3. Technical and professional ability

List and brief description of conditions:

Detailed in full in the PQQ.

Minimum level(s) of standards possibly required:

The proposed solution needs to be delivered as a Software As A Service (SaaS).

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

Restricted

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

Envisaged minimum number 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: Using the pre-qualification questionnaire suppliers will be short listed based on the analysis performed in the financial, legal, and technical areas. Some questions contained within the PQQ may require a 'Yes' or 'No' response. These questions are known as gateways and are fundamental requirements of the contract. If any of these questions are answered 'No', One Housing Group may reject your submission in full, ceasing to evaluate the remainder of the questions. Other questions are

weighted based upon their order of importance. The members of the panel will each score the submissions against all of the award criteria. The panel will meet to discuss their individual scores and arrive at a consensus team score. Incomplete responses will reduce the suppliers chance of being short listed and in some cases will exclude the supplier.

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

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Criteria below

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

One Housing Group - HR & Payroll Tender

IV.3.2. Previous publication concerning this procedure

no

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: 15.6.2015

Payable documents: no

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

15.6.2015

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

18.6.2015

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

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

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

8.5.2015