

**United Kingdom-Taunton: Software package and information systems**

OJ S 158/2016 18/08/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: UKHO

Postal address: UK Hydrographic Office, Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Aled Evans

E-mail: [aled.evans@ukho.gov.uk](mailto:aled.evans@ukho.gov.uk)

Telephone: +44 1823723356

Fax: +44 1823326885

**Internet address(es):**General address of the contracting authority: <http://www.ukho.gov.uk/>Electronic access to information: [https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm\\_home?openForm](https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm_home?openForm)Electronic submission of tenders and requests to participate: [https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm\\_home?openForm](https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm_home?openForm)**Additional information can be obtained from:**

Official name: UKHO

Postal address: UK Hydrographic Office, Admiralty Way

Town: Taunton

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E-mail: [aled.evans@ukho.gov.uk](mailto:aled.evans@ukho.gov.uk)

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Fax: +44 1823326885

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

Official name: UKHO

Postal address: UK Hydrographic Office, Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Aled Evans

E-mail: [aled.evans@ukho.gov.uk](mailto:aled.evans@ukho.gov.uk)

Telephone: +44 1823723356

Fax: +44 1823326885

**Tenders or requests to participate must be submitted:** Official name: UKHO

Postal address: UK Hydrographic Office, Admiralty Way

Town: Taunton

Postal code: TA1 2DN  
Country: United Kingdom  
For the attention of: Mr Aled Evans  
E-mail: [aled.evans@ukho.gov.uk](mailto:aled.evans@ukho.gov.uk)  
Telephone: +44 1823723356  
Fax: +44 1823326885

**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.3. Main activity**

Defence  
Public order and safety

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

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

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**Section II: Object of the contract**

**II.1. Description**

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

The supply, implementation and support of a hosted, integrated human resources and payroll management system.

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

Services  
Service category No 7: Computer and related services  
NUTS code UKK2 Dorset and Somerset

**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 Authority is looking to replace a number of stand-alone systems and interfaces. The solution will be hosted by the Supplier, or third-party on the Supplier's behalf, in a secure data centre located within the UK. This Authority intends to place a contract for three (3) years, with options to extend by a further two (2) years. The scope of the project will specifically include the following HR/Payroll functions: HR Records Payroll Processing Starters and Leavers Absence Management Employee and Manager Self-Service Recruitment Pension Processing (currently supported by SAP-HR) Talent Management Performance Management Learning Management including eLearning Case Management Time Management (time sheets, shift patterns and flexi-time) Management Information. The scope of this contract also includes advice and support services relating to any of the above.

**II.1.6. CPV code(s)**

48000000 Software package and information systems

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

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. 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 Authority is looking to replace a number of stand-alone systems and interfaces. The solution will be hosted by the Supplier, or third-party on the Supplier's behalf, in a secure data centre located within the UK. This Authority intends to place a contract for three (3) years, with options to extend by a further two (2) years. The scope of the project will specifically include the following HR/Payroll functions: HR Records Payroll Processing Starters and Leavers Absence Management Employee and Manager Self-Service Recruitment Pension Processing (currently supported by SAP-HR) Talent Management Performance Management Learning Management including eLearning Case Management Time Management (time sheets, shift patterns and flexi-time) Management Information. The scope of this contract also includes advice and support services relating to any of the above.

Estimated value excluding VAT:

Range: between 350 000 and 600 000 GBP

### **II.2.2. Information about options**

Options: yes

Description of options: 3 year contract with options to extend by up to 24 months.

Provisional timetable for recourse to these options:  
in months: 24 (from the award of the contract)

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **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**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

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

#### **III.2.2. Economic and financial ability**

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:  
As detailed in ITT documents.

### **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**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

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

#### **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 no

### **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**

ACRC-8EQ5F7

#### **IV.3.2. Previous publication concerning this procedure**

#### **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: 19.9.2016 - 14:00  
Payable documents: no

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

19.9.2016 - 14:00

#### **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**  
Duration in days: 90 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 19.9.2016 - 14:00

Persons authorised to be present at the opening of tenders: no

## **Section VI: Complementary information**

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### **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**

To be able to access and receive the Invitation to Tender (ITT) documentation, all interested suppliers shall need to register on the UK Hydrographic Office e Procurement portal, called ProContract, unless already registered. For those interested suppliers not yet registered, please go to the following link and complete the relevant company details. Registration is free and once on the system your company will be able to receive details of any other future requirements which you may be able to supply. The link is as follows:  
[https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm\\_home?openForm](https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm_home?openForm)  
Once registered, you can access the ITT documents in the following way; — Logon as a supplier — Go to My Opportunities link — located on the right hand side of the screen — When in My Opportunities ensure that organisation drop down selection is set to UKHO — This will then show you the opportunities for UKHO only — Suppliers need to access the opportunity referenced — See the initial My Opportunities page for this requirement — This should then load up the Contract page for Suppliers. Click the View button. — Half way down next page, see Attachments section. Click on the ITT linked document Any problems registering on ProContract and/or accessing the ITT documents please contact Aled Evans on +44 1823723356.

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: UKHO

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

#### **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**

15.8.2016