

UK-Edinburgh: time accounting or human resources software package

2009/S 139-203939

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Scottish Parliamentary Corporate Body, The Scottish Parliament, Procurement Services, Contact: Procurement Services, Attn: Karen Pow, UK-Edinburgh EH99 1SP . Tel. +44 1313486620. E-mail: procurement@scottish.parliament.uk. Fax +44 1313486621.

Internet address(es):

General address of the contracting authority: <http://www.scottish.parliament.uk>.

Address of the buyer profile: http://publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284.

Further information can be obtained at: Scottish Parliamentary Corporate Body, The Scottish Parliament, Procurement Services, Contact: Procurement Services, Attn: Karen Pow, UK-Edinburgh EH99 1SP . Tel. +44 1313486620. E-mail: procurement@scottish.parliament.uk. Fax +44 1313486621. URL: <http://www.scottish.parliament.uk>.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Scottish Parliamentary Corporate Body, The Scottish Parliament, Procurement Services, Contact: Procurement Services, Attn: Karen Pow, UK-Edinburgh EH99 1SP . Tel. +44 1313486620. E-mail: procurement@scottish.parliament.uk. Fax +44 1313486621. URL: <http://www.scottish.parliament.uk>.

Tenders or requests to participate must be sent to: Scottish Parliamentary Corporate Body, The Scottish Parliament, Procurement Services, Contact: Procurement Services, Attn: Karen Pow, UK-Edinburgh EH99 1SP . Tel. +44 1313486620. E-mail: procurement@scottish.parliament.uk. Fax +44 1313486621. URL: <http://www.scottish.parliament.uk>.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.
General public services.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

Provision of HR and Payroll System & related Services.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 7.

Main place of performance: Edinburgh, SCOTLAND.

NUTS code: UKM25.

II.1.3) The notice involves:

A public contract.

II.1.4) **Information on framework agreement:**

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

Provision of an integrated HR and Payroll System & related services. The system should include the following areas of functionality -

- Core HR,
- Recruitment,
- Performance Management,
- Learning and Development,
- Workforce Management,
- Time Recording,
- Self Service,
- Payroll.

The following services will be required, semi-managed payroll services. Comprehensive support will be required including - training, technical support, maintenance support, upgrade management, consultancy support and any other related services.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=164962.

II.1.6) **Common procurement vocabulary (CPV):**

48450000, 72212450, 72260000, 79211110, 79631000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

Provision of an integrated HR and Payroll System & related services. The system should include the following areas of functionality -

- Core HR,
- Recruitment,
- Performance Management,
- Learning and Development,
- Workforce Management,
- Time Recording,
- Self Service,
- Payroll.

The following services will be required, semi-managed payroll services. Comprehensive support will be required including - training, technical support, maintenance support, upgrade management, consultancy support and any other related services.

II.2.2) **Options:**

Yes.

Description of these options: There will be the option to extend for a further 10 x one years, at the sole discretion of the SPCB.

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:

Duration in months: 48 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required:

Bank and/or parent company guarantees may be required.

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

Payment terms are in arrears 30 days from receipt of a valid invoice. Pricing is expected to be a mixture of firm and fixed pricing.

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

Where consortia or other grouping of contractors submit a bid, they will be bound jointly and severally. Such consortia or grouping must nominate a lead member to deal with the Scottish Parliamentary Corporate Body on all matters relating to this procurement exercise.

III.1.4) Other particular conditions to which the performance of the contract is subject:

No.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2) Economic and financial capacity:

Minimum level(s) of standards possibly required: The following information must be provided -.

- Statement of overall turnover and turnover for the last 2 financial years,
- Last published annual reports and accounts for, where not available, equivalent information required which provides evidence of the candidate's financial standing or such financial information that is required under the law of the Member State where the organisation is registered,
- Company registration number and address, VAT registration number, details of parent company and other group companies where applicable,
- Name and addresses of bankers who could provide references if required.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

- (1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years
- (2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;
- (3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.
- (4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.
- (5) Certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.
- (6) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidate's study and research facilities and quality control measures;
- (7) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

Minimum level(s) of standards possibly required:

All organisations will be required to demonstrate their skills, experience and technical capacity in the delivery of similar goods and services.

III.2.4) Reserved contracts:

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession:

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged number of operators 5

Objective criteria for choosing the limited number of candidates: This is detailed in the pre-qualification documentation.

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

ICT/SER/70.

IV.3.2) **Previous publication(s) concerning the same contract:**

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

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

28.8.2009 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

16.10.2009.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

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

IV.3.8) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

VI.3) **ADDITIONAL INFORMATION:**

The Scottish Parliamentary Corporate Body (SPCB) does not commit to letting a contract for all or any of the requirements listed should it become evident that it is not economically advantageous to do so.

The SPCB will not be liable for any costs incurred by those expressing interest in or tendering for this contract. Compliance with all relevant legislation is required during the tendering process and terms of any resulting contract.

Any contract awarded shall be governed by and construed in accordance with the laws of Scotland and both parties submit to the exclusive jurisdiction of the Scottish Courts.

As part of the SPCB's responsibilities under the Freedom of Information (Scotland) Act 2002, the SPCB may be required to disclose any information provided by you in relation to the requirement, to anyone who makes a request under the Act.

The SPCB provides no guarantee of the volume of value of business that will be procured from the contract through its terms.

Tender documents can be accessed via -.

www.publiccontractsscotland.gov.uk
(SC Ref:164962).

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Scottish Parliament, Scottish Parliament, Procurement Services, Edinburgh, UK-Edinburgh EH99 1SP . E-mail:
procurement@scottish.parliament.uk. Tel. +44 1313486620. Fax +44 1313486621.

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

20.7.2009.