



THE  
NATIONAL  
MUSEUM

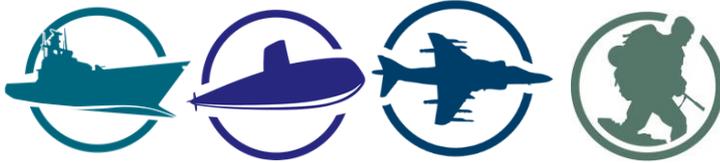


## INVITATION TO TENDER

### HR Information System (HRIS)

**Contact:**

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## November 2017

### 1. Introduction

The National Museum of the Royal Navy (NMRN) consists of the following sites:

- The Fleet Air Arm Museum, Yeovilton
- The Museum of Naval Firepower, Gosport (known as Explosion)
- The Royal Marines Museum, Southsea
- The Royal Naval Museum, Portsmouth (now known as NMRN Portsmouth)
- The Royal Navy Submarine Museum, Gosport
- HMS Caroline, Northern Ireland
- HMS Trincomalee and Maritime Experience, Hartlepool (now known as NMRN Hartlepool)
- HMS Victory, Portsmouth
- HMS Warrior 1860, Portsmouth

We are a museum group who continues to grow and so it should be assumed that other sites will join the group in the future.

The NMRN wishes to procure a new HRIS to digitise our current HR transactional services and to provide a centralised system which will help to improve efficiency.

The NMRN is a Museum and visitor attraction and therefore staffing numbers fluctuate due to the seasonal nature of visitor attractions from 300 – 400 staff. Staffing is made up of permanent full and part time staff, temporary full and part time staff, annualised staff and casual workers.

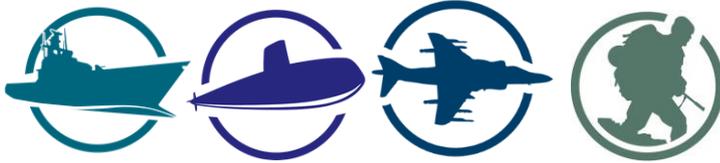
The HR team consists of 3.73 FTE providing HR transactional and advisory services across the NMRN including organisational development.

Currently there is no HRIS in place.

### 2. System specification

The main features of the services required are:

- a. Provide accurate (current and historical) workforce data quickly.
- b. Act as a useful tool for managers to be able access information and save information such as appraisals / 1:1's and sign off requests such as annual leave, travel expenses, development, etc. as well as helping to generate reports such as sickness absence, turnover, etc.
- c. Ability for documents to be uploaded into employee file e.g. contracts, performance record, etc.
- d. Easier for staff to request annual leave, development opportunities, etc.
- e. Provide reports on workforce changes to notify payroll and support internal management accounts – the HRIS needs to be able to upload reports into other systems such as SAGE and PSF.



### 3. Current Situation

The NMRN does not currently have a HRIS - information is generated using spreadsheets which are no longer fit for purpose, making it difficult to generate reports and workforce information in a timely fashion.

As a Non Departmental Public Body (NDPB) we are required to produce workforce data for statutory returns on a monthly basis, as well as ad hoc requests. We are also legally obliged to provide data for the Office for National Statistics and complete monitoring reports for the Northern Ireland Equality Commission and a HRIS will make this function more efficient.

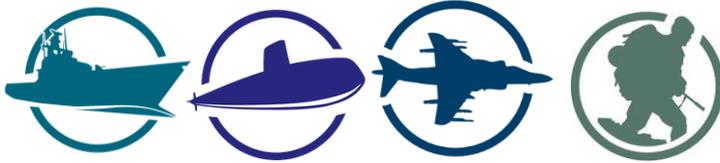
### 4. HRIS Specification

#### Essential

- a. Provide accurate and timely reports to help inform business decisions and comply with statutory reporting requirements as well as providing audit information quickly. Reports must be exportable to CSV and able to import to Sage Payroll 200 and our PSF finance system.
- b. Support managers to respond to staff requests and manage their teams more effectively by being able to access key information when they need it.
- c. Streamline processes so they are quick and easy to use such as requests for annual leave, development and processing expense claims.
- d. Help to reduce the volume of paper which is currently involved with HR manual processes.
- e. The HRIS must be able to hold personal details of all staff and comply with legislative requirements (including GDPR) in relation to the safe storage of personal information.
- f. Able to generate reports relating to workforce changes, absences, equality, turnover, attrition, staff in post, etc. as well as for statutory reporting requirements.
- g. Functions for holding electronic personal files including storing documents.
- h. A back up system to ensure data is not lost from the system.

#### Desirable

- a. Ability to directly link to the PSF finance system via an API so that newly created positions in the HRIS are automatically created in PSF.
- b. Link to HMRC to automate the P32 process.
- c. Ability to log additional items, such as sales commissions which then link to payroll.



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## 5. Tender Requirements

A tender is required which should include method statements, but not be limited to:

- a. A description of how you would work with us.
- b. A description of how you will meet the specification requirements listed in section 4 above.
- c. A description of your recommended support / customer service package and what this includes.
- d. A fully costed proposal including, but not limited to, overall system cost, remote support and hourly development rates.
- e. Privacy policy documentation around being able to view any staff data held on the system.

## 6. Tender Instructions

- All correspondence should be addressed to:  
Sarah Owens  
[sarah.owens@nmrn.org.uk](mailto:sarah.owens@nmrn.org.uk)
- Completed submissions must be received by 12 noon on Monday 8<sup>th</sup> January 2018
- The completed submission should include one electronic copy by email.
- No tender will be considered if it reaches us after 12 noon on that date.
- Your tender is to remain open for acceptance for 30 calendar days from the date of submission.
- No qualifications are to be made to your tender. Any tender queries are to be raised before tender submission.
- NMRN does not bind itself to accept the lowest or any tender and will not be liable for any costs incurred by the tenderer in preparation of their tender.



## 7. Tender evaluation

Tenders will be evaluated according to the following criteria:

Evaluation	Criteria	Weight
Qualitative	Method statement	60%
Commercial	Price	40%

A qualitative assessment will be made by reviewing the method statements provided by the tenderer and applying the scoring guide below:

Score	Acceptability	Description
0	Unacceptable	Information is omitted/ no details provided
1	Poor	Evaluator is not confident that the tenderer understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
2	Fair	The Evaluator has some reservations that the applicant understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
3	Satisfactory	The Evaluator is reasonably confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard.
4	Good	The Evaluator is confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard.
5	Excellent	The Evaluator is completely confident that the applicant understands the contract requirements covered by this criterion and or will be able to satisfactorily complete the contract requirements covered by this criterion to a very high standard.

## 8. Timetable and Appointment

- Formal tender proposals will be required by 12 noon Monday 8<sup>th</sup> January 2018.
- Initial sift of tenders will begin Tuesday 9<sup>th</sup> January 2018.
- Shortlisted interviews held on Wednesday 17<sup>th</sup> January 2018.
- It is anticipated that the contract will be awarded by Friday 19<sup>th</sup> January 2018, with a completed install by 1<sup>st</sup> April 2018.

Appendix 1 contains a supplier questionnaire which should be completed and returned, along with the tender proposal, by **12 noon Monday 8<sup>th</sup> January 2018**.



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## APPENDIX 1

Supplier Questionnaire – to be completed and returned with tender

<b>Name of organisation</b>	
<b>Address for correspondence</b>	
<b>Contact name and position</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Website address</b>	
<b>Address of registered office</b>	
<b>Company Number</b>	
<b>Names and job titles of key points of contact for delivery of the service</b>	
<b>Name of Bank and contact details for bank (financial references may be sought)</b>	
<b>Please attach most recent audited accounts with an explanation of any significant changes since the last year end</b>	
<b>Please provide contact details for two reference sites</b>	