

Purchase of HR & Payroll System and Fully Managed Payroll Service (With Lots)
Clarifications & Responses- Issue 1

Q1 Ability to accommodate staff with multiple jobs.

Do these staff have separate working contracts? **Yes**

Are they paid separate rates depending on the multiple jobs they work? **Yes**

Do they receive different benefits depending on the multiple jobs they work?

No, although their annual leave is normally calculated separately for each job. We don't normally have staff with more than 2 jobs. The number of staff who normally work multiple jobs is small.

Q2 Please are you able to answer the following questions relating to the ITT documentation;

- *"Form of Tender requires 2 x wet signatures by named Directors". Please confirm that a single, appropriately authorised electronic signature would be acceptable. Yes, we're happy to accept authorised electronic signatures.*
- *"Bidders are required to agree the proposed contract terms and conditions. There are significant risks inherent in the terms put forward, so we would not be able to agree them as they are presented". Please confirm the buyer's willingness to negotiate contract terms based on supplier standard terms and whether the buyer will accept and amended Form of Tender (to reflect the above) as part of the submission.*
- *To clarify, the agreement to the 'contract terms and conditions' in the ITT is in relation to the form of tender i.e. the entire ITT documentation and its terms and conditions, it does not represent agreement to the NMRN's Service Contract, as it has been provided as merely a draft within the tender documentation pack.*
- *"that the bidders are able to put forward comments / requested amendments to the proposed terms and conditions, during the clarifications period, but that these may be rejected. Please confirm, as above, that the buyer is willing to negotiate final terms.*
- *The NMRN would be willing to negotiate final terms, we've provided an example of our standard terms and conditions of contract. Please continue to send clarifications for responses throughout this period for response.*

Final Clarifications for Responses Deadline 5pm (1700) Tuesday 6th December 2022