

**FOR DECISION**

**POLICE AND CRIME COMMISSIONER FOR NORTHUMBRIA**

**Title and Reference – PCC.268.2017**

**Subject: HR IT Programme**

**Report of: Joint Director of Finance**

**Date: 9 March 2017**

**Summary**

To seek approval to invite tenders for an HR IT System.

**Recommendation**

It is recommended that the Commissioner gives approval to invite tenders for the provision of an HR IT System.

**Northumbria Police and Crime Commissioner**

I hereby approve the recommendations above.

**Signature**



**Date 09.03.17**

**JOINT BUSINESS MEETING**

**9 March 2017**

---

**HR IT programme**

**Report of the Joint Director of Finance**

---

**1. Purpose**

The purpose of the report is to seek approval from the Police and Crime Commissioner to invite tenders for a new HR IT System.

**2. Background**

2.1 The force's HR IT systems are used to support the effective management of people. The HR and Learning Management systems are based upon unsupported technology which cannot be made PSN compliant and must be replaced. The existing IT is increasingly difficult to maintain and unable to support the changes necessary to optimise workforce management. There is a need to streamline, speed up and simplify bureaucratic transactional services with heavy reliance on human intervention.

2.2 The intention is for this to be a joint procurement with the Tyne & Wear Fire and Rescue Service. Northumbria will lead the Procurement. It is anticipated the joint procurement will provide the following benefits:

- Potential for costs savings for both organisations
- Further savings on implementation and training activities
- Super-users within both sites to share best practice & knowledge
- Could enable closer future collaboration

2.3 A national public sector collaborative framework arranged by the Crown Commercial Services (Cabinet Office) is available with 13 suppliers on the framework. It is considered using this framework provides access to a range of suppliers, improved value for money and would provide a more timely process than undertaking an EU procurement exercise. Furthermore, the national Collaborative Law Enforcement Procurement programme (CLEP) expects forces to use national frameworks wherever possible.

2.4 Provision of £1M (1st year capital) and £450K per annum (revenue) has been included in the MTFS for this expenditure. It is expected that the overall bid price will be within these budget amounts. However the mix between capital and revenue will not be known until the bids are received

**3. Tender Specification Requirements**

3.1 A new tender specification has been developed and considered jointly by both organisations. Final sign off will be given by the respective SROs of each organisation.

- 3.2 The contract period will be for 48 months with the provision to extend for a further 24 months.
- 3.3 The award criteria for the contract has been jointly agreed by the respective SROs and will be on the basis of 35% price and 65% quality. This is considered to be the best mix in order to ensure the best value outcome. Quality will be assessed by:
- Functional Specification
  - Implementation, project management and lead times
  - Security
  - After sales
- 3.4 The tender evaluation panel consists of representatives of IT, Human Resources and Procurement Departments from both organisations.

**4. Recommendations**

It is recommended that Tenders be invited from approved suppliers using the Crown Commercial Services Framework.

**5. Timescales**

- 5.1 It is estimated that the procurement process will take around 3 months.
- 5.2 A further report will be submitted to a future Joint Business Meeting with details of the tenders received and recommendations for award of the Contract.