

Payroll/HR IT Services Contract : Evaluation of Final Tenders

Final scoring by the Evaluation Panel - 18thOct 2006

CRITERIA	%	Tenderer A		Tenderer B		Tenderer C	
		points	Pts x %	points	Pts x %	points	Pts x %
• Previous appropriate experience implementing and managing a similar solution.	x 2	3.0	6.0	4.5	9.0	4.5	9.0
• Plan of Implementation	x 2	3.5	7.0	3.0	6.0	3.5	7.0
• Approach to the management of the implementation.	x 2	4.0	8.0	3.0	6.0	3.5	7.0
• Approach to migration	x 2	4.0	8.0	3.5	7.0	4.0	8.0
• Understanding of requirements:							
General	x 1	4.0	4.0	3.5	3.5	4.0	4.0
Payroll	x 1	4.0	4.0	3.5	3.5	4.0	4.0
HR	x 1	4.0	4.0	4.0	4.0	4.0	4.0
• Exit or expiry plan	x 1	3.0	3.0	3.0	3.0	3.0	3.0
• The overall appropriateness and effectiveness of the proposed system.	x 3	4.0	12.0	4.0	12.0	4.0	12.0
• Integration of the system	x 3	4.0	12.0	3.0	9.0	3.0	9.0
• Search facilities	x 1	4.0	4.0	4.0	4.0	3.5	3.5
• Provision of help, training and support	x 1	4.0	4.0	3.5	3.5	3.5	3.5
• Interface	x 1	3.5	3.5	3.5	3.5	3.5	3.5
• Audit compliance	x 1	3.0	3.0	3.0	3.0	3.0	3.0
• Input and validation	x 1	4.0	4.0	4.0	4.0	3.0	3.0
• Security	x 1	4.0	4.0	4.0	4.0	4.0	4.0
• Workflow	x 1	3.5	3.5	3.5	3.5	3.0	3.0
• Document Imaging	x 1	3.5	3.5	3.0	3.0	3.0	3.0
• Retention of documents and electronic data	x 1	3.5	3.5	3.5	3.5	3.5	3.5
• Flexibility of system	x 2	3.5	7.0	3.0	6.0	3.0	6.0

CRITERIA	%	Tenderer A		TendererB		Tenderer C	
		points	Pts x %	points	Pts x %	points	Pts x %
• System Maintenance	x 1	3.0	3.0	3.0	3.0	3.0	3.0
• Application Support	x 1	3.5	3.5	3.0	3.0	3.0	3.0
• Network Support	x 1	3.0	3.0	3.0	3.0	3.0	3.0
• Capability of providing additional services & change control	x 1	3.0	3.0	2.5	2.5	3.5	3.5
• Further development of the system, incl built in savings, improvement and innovation.	x 2	3.0	6.0	3.0	6.0	3.0	6.0
• Disaster Recovery	x 1	3.5	3.5	4.0	4.0	4.0	4.0
• System availability	x 1	4.0	4.0	3.0	3.0	4.0	4.0
• Development of a working partnership with the Council.	x 1	4.5	4.5	3.0	3.0	3.0	3.0
• Self monitoring and quality control	x 1	3.5	3.5	3.0	3.0	3.5	3.5
• Self Service	x 3	4.0	12.0	3.5	10.5	3.5	10.5
• Management reporting	x 2	3.5	7.0	3.0	6.0	3.0	6.0
Sub Total			161.0		148.0		152.5

CRITERIA	%	Tenderer A		Tenderer B		Tenderer C	
		points	Pts x %	points	Pts x %	points	Pts x %
Solution capability of delivering specified standards, targets and requirements regarding Payroll:							
• Pay and deduction codes and employee fields	x 1	4.0	4.0	4.0	4.0	4.0	4.0
• Statutory functions	x 1	4.0	4.0	4.0	4.0	3.0	3.0
• Non Brent Employers and schools payroll	x 1	4.0	4.0	3.5	3.5	3.5	3.5
• Payroll Data	x 1	4.0	4.0	4.0	4.0	3.5	3.5
• Processes	x 1	4.0	4.0	4.0	4.0	4.0	4.0
• Pensions	x 1	4.0	4.0	4.0	4.0	3.5	3.5
• Outputs/delivery	x 1	3.5	3.5	2.5	2.5	3.5	3.5
• Control Facilities	x 1	4.0	4.0	3.5	3.5	3.5	3.5
• Bank reconciliation	x 1	4.0	4.0	3.5	3.5	3.0	3.0
• Additional payroll runs/payments	x 1	4.0	4.0	2.5	2.5	3.0	3.0
• Cheque reconciliation	x 1	3.0	3.0	3.5	3.5	3.0	3.0
• Year End processing	x 1	4.0	4.0	3.0	3.0	3.5	3.5
• Tax and N.I. and statutory functions	x 1	4.0	4.0	4.0	4.0	4.0	4.0
• Car Mileage, Expenses and benefits and P11d reporting	x 1	4.0	4.0	3.5	3.5	3.0	3.0
• Annual Processing Schedule	x 1	3.5	3.5	4.0	4.0	4.0	4.0
• Costing	x 2	4.5	9.0	3.5	7.0	3.5	7.0
Sub Total			67.0		60.5		59.0

CRITERIA	%	Tenderer A		Tenderer B		Tenderer C	
		points	Pts x %	points	Pts x %	points	Pts x %
Solution capability of delivering specified standards, targets and requirements regarding HR:							
• Personnel	x 2	3.5	7.0	3.5	7.0	3.5	7.0
• Attendance management	x 2	4.0	8.0	3.5	7.0	3.5	7.0
• Recruitment Processing	x 2	3.5	7.0	3.5	7.0	3.5	7.0
• Training administration	x 2	3.5	7.0	3.5	7.0	3.0	6.0
• Occupational Health	x 1	3.5	3.5	3.5	3.5	3.5	3.5
Sub Total			32.5		31.5		30.5
TOTAL SCORE – Quality/Tech			260.5		240.0		242.0
Points awarded for Price (refer to Appendix 2)			105.0		65.4		82.2
TOTAL SCORE – Quality/Tech & Price			365.5		305.4		324.2

Scoring Guide

Score	Rating
0	Insufficient information provided
1	Wholly unsatisfactory
2	Achieves a basic minimum standard, some concerns
3	Satisfactory, acceptable, no major concerns
4	Very good, full and robust response, gives confidence
5	Outstanding, exceeds expectations, adds value, full confidence

- Half scores may be used to reflect the relative difference between solutions or Bids.
- However well a Bid or solution scores overall, it must **at least** achieve a basic minimum standard in respect of quality. The Authority reserves the right to reject a Bid or solution which does not achieve an equivalent score of two points or more in each of the quality criteria.