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Contract

The Howard Academy Trust - Payroll and HR Administration System Provision

The Howard Academy Trust

F03: Contract award notice

Notice identifier: 2023/S 000-000421

Procurement identifier (OCID): ocids-h6vhtk-03569b

Published 6 January 2023, 2:49pm

Section I: Contracting authority

I.1) Name and addresses

The Howard Academy Trust

Waterfront UTC, South Side Three Road

Chatham

ME4 4FQ

Contact

Ben Jones

Email

tenders@minervapcs.com

Telephone

+44 1256467107

Country

United Kingdom

NUTS code

UKJ41 - Medway

Internet address(es)

Main address

<https://www.thatrust.org.uk/>

I.4) Type of the contracting authority

Other type

Education institute

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Howard Academy Trust - Payroll and HR Administration System Provision

Reference number

MPN-10227

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Howard Academy Trust is currently out to tender for the provision of a Payroll and HR Administration System. IMPORTANT - the Trust has in-house finance and HR personnel who run the payroll and HR administration services via the Trust Central Team. Bidders should be clear that the Trust is not looking for the provision of payroll or HR admin service but purely a system/software to facilitate the processing of the work. Full details of the system functionality and supporting services the Trust requires are available via the Statement of Requirements which is part of the tender documentation. The deadline for SQ submissions via the In-Tend system is 17.00 on 26th August 2022

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £140,406.29

II.2) Description

II.2.2) Additional CPV code(s)

- 79631000 - Personnel and payroll services
- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

Main site or place of performance

Waterfront UTC, South Side Three Road, Chatham, Kent, ME4 4FQ

II.2.4) Description of the procurement

The Howard Academy Trust is currently out to tender for the provision of a Payroll and HR Administration System. The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 10 January 2023 for the 'implementation phase' and 1 April 2023 for the 'operational services' phase. The Trust is looking for a system/software and not provision of actual payroll and HR administration services which are undertaken by their in-house team.

II.2.5) Award criteria

Quality criterion - Name: All criteria are stated only in the procurement documents /
Weighting: 70

Price - Weighting: 30

II.2.11) Information about options

Options: Yes

Description of options

The contract will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The duration detailed above includes the initial term of three years as well as the two optional contract extension periods of 12 months each.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-020511](#)

Section V. Award of contract

Contract No

The Howard Academy Trust

Title

Payroll and HR Administration System Provision

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

15 December 2022

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Access UK Ltd

The Old School, School Lane, Stratford St Mary

Colchester

CO7 6LZ

Country

United Kingdom

NUTS code

- UKH3 - Essex

Internet address

www.theaccessgroup.com/en-gb/

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £200,000

Total value of the contract/lot: £140,406.29

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Howard Academy Trust will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)