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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](mailto: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

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**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.

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## **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](#)

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## **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/](http://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

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## **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)