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Planning

## **(RFI): Human Resources and Payroll Solutions**

Ted Wragg Trust

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-001106

Procurement identifier (OCID): ocds-h6vhtk-03974d

Published 13 January 2023, 1:34pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Ted Wragg Trust

Cranbrook Educational Campus

Cranbrook

EX5 7EE

#### **Contact**

Sue Pym

#### **Email**

[sue.pym@tedwraggtrust.co.uk](mailto:sue.pym@tedwraggtrust.co.uk)

#### **Telephone**

+44 7385936378

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.tedwraggtrust.co.uk>

Buyer's address

<https://www.mytenders.co.uk>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.mytenders.co.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

(RFI): Human Resources and Payroll Solutions

Reference number

RF01

#### **II.1.2) Main CPV code**

- 79631000 - Personnel and payroll services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Trust is undertaking a market engagement exercise to examine the capacity and capabilities of interested commercial providers to meet our requirements for HR and Payroll.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79211110 - Payroll management services
- 48450000 - Time accounting or human resources software package
- 72212450 - Time accounting or human resources software development services
- 79414000 - Human resources management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKK4 - Devon

Main site or place of performance

Cranbrook Education Campus

Tillhouse Road

Cranbrook

Exeter

EX5 7EE

### **II.2.4) Description of the procurement**

This notice intends to facilitate an electronic market engagement exercise, so the Trust can examine the readiness, capacity and capability of interested commercial providers in the market prior to undertaking a formal competitive procurement exercise. Our aims and objectives are to:

- Brief suppliers interested in the potential scope of procurement opportunities.
- Engage with suppliers to identify solutions that are available within the marketplace to optimise value in the widest sense.
- Receive feedback from suppliers on their proposed approach to our key requirements, which will help the development of a detailed commercial and procurement strategy, (including scope, delivery, market/supplier capacity, and potential commercial approaches) prior to launching any formal procurement exercise(s).

Please note that the approach (duration, lots and timings) and procurement route are currently undecided.

The market engagement notice, and any market engagement (RFI) documents issued as part of this exercise, are not a formal call for competition. Documents are solely for the purpose of conducting an early market engagement exercise to gather market intelligence and will not commit the Trust to undertake any subsequent procurement exercise.

Potential bidders will not be prejudiced by any failure to respond to this market engagement.

Any competitive tender opportunity will be advertised as per the Public Contracts Regulations (PCR 2015) guidelines through a compliant route to market.

Information submitted in response to this RFI will be the property of the Trust and will not be returned. The Trust will not pay for any information requested nor is it liable for any costs incurred by the supplier.

#### **II.2.14) Additional information**

The attached document provides the requested information as part of this market engagement exercise. Responses are requested by Friday 3rd February via the electronic portal: <https://www.mytenders.co.uk>

All responses to the attached document must be in writing and titled: RFI: HR and Payroll Solutions.

#### **II.3) Estimated date of publication of contract notice**

1 April 2023

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### **Section IV. Procedure**

#### **IV.1) Description**

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

The procurement is covered by the Government Procurement Agreement: Yes

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### **Section VI. Complementary information**

#### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=228456](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228456).

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