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Tender

## **Anthem Schools Trust - HR and Payroll Services**

Anthem Schools Trust

F02: Contract notice

Notice identifier: 2021/S 000-001296

Procurement identifier (OCID): ocds-h6vhtk-028c66

Published 22 January 2021, 9:16am

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

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

Anthem Schools Trust

Highbridge House, 16-18 Duke Street

Reading

RG1 4RU

#### **Contact**

Robert Stacey

#### **Email**

[rstacey@anthemtrust.uk](mailto:rstacey@anthemtrust.uk)

#### **Telephone**

+44 1182144370

#### **Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<http://www.anthemtrust.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA32909](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA32909)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[https://anthemtrust.sharepoint.com/:f/s/Tenders/EqnlfbBdzVBOq\\_\\_b-Y4WcMcBaTWfLaQfC40ZZ1kYelb4Bw?e=esoSS4](https://anthemtrust.sharepoint.com/:f/s/Tenders/EqnlfbBdzVBOq__b-Y4WcMcBaTWfLaQfC40ZZ1kYelb4Bw?e=esoSS4)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://anthemtrust.sharepoint.com/:f/s/Tenders/EqnlfbBdzVBOq\\_\\_b-Y4WcMcBaTWfLaQfC40ZZ1kYelb4Bw?e=esoSS4](https://anthemtrust.sharepoint.com/:f/s/Tenders/EqnlfbBdzVBOq__b-Y4WcMcBaTWfLaQfC40ZZ1kYelb4Bw?e=esoSS4)

**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**

Anthem Schools Trust - HR and Payroll Services

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

- 79631000 - Personnel and payroll services

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

Services

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

Contract for an outsourced Payroll and HR administration service in an state-funded Education organisation

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

Value excluding VAT: £300,000

#### **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
- 79414000 - Human resources management consultancy services

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

NUTS codes

- UKJ11 - Berkshire

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

Anthem Schools Trust (Anthem) is a multi-academy trust comprising 16 schools (both primary and secondary). Anthem is founded on the principle of collaboration and intrinsic

to this is the belief that we can achieve more together than we could as single entities. This includes being able to pool our resources to access better prices for products and services that all schools are accessing on a regular basis.

The Trust is looking to appoint a single provider for outsourced HR and Payroll services, following the termination of the previous contract that has been in place since 2015.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be for a period of 3 years with an optional extension for an additional 2 years by mutual agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

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

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## **Section III. Legal, economic, financial and technical information**

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open 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.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 March 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

5 March 2021

Local time

12:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

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

(MT Ref:221758)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>