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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

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

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

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

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

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

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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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