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Tender

Payroll & HR Services

ST TERESA OF CALCUTTA CATHOLIC ACADEMY TRUST

F02: Contract notice

Notice identifier: 2022/S 000-001600

Procurement identifier (OCID): ocids-h6vhtk-030cd9

Published 19 January 2022, 2:31pm

Section I: Contracting authority

I.1) Name and addresses

ST TERESA OF CALCUTTA CATHOLIC ACADEMY TRUST

C/O St Monica's Rc High School,Bury Old Road, Prestwich

MANCHESTER

M25 1JH

Contact

Kate Connolly

Email

kconnolly@stoc.cat

Telephone

+44 1617985273

Country

United Kingdom

NUTS code

UKD37 - Greater Manchester North East

Internet address(es)

Main address

<https://www.stoc-cmat.org.uk>

I.3) Communication

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

<https://www.stoc-cmat.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Other type

Multi academy trust

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll & HR Services

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 seeking to procure for the whole Trust Payroll and HR Services. The proposed contract term is for a minimum of three years.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

The payroll provision will take the form of:

Input of data, including changes, will be made on a school-by-school basis

Checking of reports prior to payment will be undertaken by the Trust central team

Payments to staff and HMRC will be made by the provider from the Trust bank account by BACs

A pay date of 15th of each month or the nearest weekday before that if the 15th falls on a Saturday, Sunday or Bank Holiday for all staff

Reports will need to identify school and staff type (teacher, educational support staff, business support staff etc.)

Contributions are made to the Teacher's Pension Scheme

All schools fall within one Local Government Pension Scheme, but are currently individually registered

The provider will be expected to make payments and provide information to all relevant pension schemes, and to factor in the different rate of contributions

The provider will be required to support the Trust with relevant audit and statutory requests to timescales as specified by the request

The Trust is seeking a HR Service that provides:

Specialist Recruitment/e-recruitment support

This service includes the provision of specialist recruitment advice and guidance.

External and internal advertising linked to website and tracking system.

Support for first stage interview shortlisting if required.

Administration and candidate correspondence.

References and processing Disclosure Barring Service/ safer recruitment and other related checks.

Model templates, guidance and tool kit - issuing/processing Letters of Employment and Contracts of Employment, ensuring the Catholic Education Service (CES) contracts are issued.

Making changes to Contracts of Employment and reissuing the same.

Human Resource Consultancy (Employee Relations)

These services include the provision of general consultancy services across all aspects of human resource requirement, to include:

Securing good performance and managing capability.

Securing good attendance and managing ill health and absence issues, e.g. Occupational Health Services.

Dealing with grievances, bullying, harassment, and discrimination issues

Managing disciplinary and grievance cases, including the management of employment tribunal cases.

Operating effective probation periods

Support the Trust Executive Team in managing and maintaining effective collective industrial relations, e.g. handling trade union negotiations and disputes

Performance management, attendance management and capability - support lines managers

Suspension Management

Business and Administration Support Services

The service includes the provision of the following services:

All human resource contractual correspondence / letters.

Updating and managing the human resource personnel system and staff records.

Provide model human resource policies, procedures, guidance and process templates, as requested by the Trust, in line with CES policies.

Safer recruitment and audit checks - provide data and reports as required.

Employee Relations Case Management systems with workflow methodology with full topic scope ranging from performance issues to disciplinary and associated management information provided for trend analysis and future risk mitigation.

Transactional services including but not limited to benefits administration and performance evaluation.

Policy review in line with CES guidance

Self-service management information with trend analysis.

Provision of model human resource employment policies, procedures and guidance.

Regular Human Resource Newsletter and briefings on latest issues and developments.

Other requirements

User-friendly portal/interface.

Assurances with HR statutory requirements such as GDPR, Gender pay gap reporting, HMRC regulatory requirements.

Subject Access Request management.

Real-time single staff record with an overview of every employee.

A system that supports statutory returns and other returns required by the DfE.

II.2.5) Award criteria

Quality criterion - Name: Service quality, ease of access, output reports / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract will be for a minimum of three years, with an extension up to 5 years

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: No

IV.2) Administrative information

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

Date

16 February 2022

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

16 February 2022

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Chair of the Directors St Teresa of Calcutta Catholic Academy Trust

Manchester

Country

United Kingdom