

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/001768-2021>

Tender

## **Approved Providers List for the provision of Direct Payments Payroll Services**

Conwy County Borough Council  
Denbighshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-001768

Procurement identifier (OCID): ocds-h6vhtk-028e3e

Published 28 January 2021, 4:32pm

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

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

Conwy County Borough Council

Bodlondeb, Bangor Road

Conwy

LL32 8DU

#### **Email**

[anita.williams@conwy.gov.uk](mailto:anita.williams@conwy.gov.uk)

#### **Telephone**

+44 1492574000

#### **Country**

United Kingdom

**NUTS code**

UKL13 - Conwy and Denbighshire

**Internet address(es)**

Main address

<http://www.conwy.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0389](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0389)

**I.1) Name and addresses**

Denbighshire County Council

Wynnstay Road

Ruthin

LL15 1YN

**Email**

[procurement@denbighshire.gov.uk](mailto:procurement@denbighshire.gov.uk)

**Telephone**

+44 1824712612

**Country**

United Kingdom

**NUTS code**

UKL13 - Conwy and Denbighshire

**Internet address(es)**

Main address

[www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0280](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0280)

## **I.2) Information about joint procurement**

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

Conwy County Borough Council and Denbighshire County Council.

## **I.3) Communication**

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

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

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

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

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

Regional or local authority

## **I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

Approved Providers List for the provision of Direct Payments Payroll Services

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

- 85300000 - Social work and related services

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

Services

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

Conwy County Borough Council in collaboration with Denbighshire County Council wish to establish an Approved Providers List for Direct Payment Recipients to allow them to requests payroll, pensions, managed accounts and pre-paid cards services.

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

Value excluding VAT: £900,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85300000 - Social work and related services

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

NUTS codes

- UK - UNITED KINGDOM

Main site or place of performance

The Service will be delivered across Conwy and Denbighshire

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

The procurement aims to establish an Approved Providers List in order to assist Direct Payment Recipients living in independently and exercising their choice and control.

The Councils wish to support the uptake of Direct Payments in their area which requires an effective and efficient payroll service to work alongside the existing internal Direct Payment support services.

The service is to support and enable Direct Payment Recipients in carrying out payroll (and associated administration services for managed accounts) in relation to their Direct Payment monies.

#### **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

48

This contract is subject to renewal

Yes

Description of renewals

The contract will be opened to tender/new entrants

#### **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.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

---

## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 6

#### **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

1 March 2021

Local time

9:00am

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

English, Welsh

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

Date

1 March 2021

Local time

11:00am

---

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

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: In 4 years time

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=107735](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=107735).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

As set out in the contract.

(WA Ref:107735)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom