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Contract

Haberdashers' Academies Trust South - Payroll, HR Administration and Associated Services

Haberdashers' Academies Trust South

F03: Contract award notice

Notice identifier: 2024/S 000-002240

Procurement identifier (OCID): ocids-h6vhtk-03c426

Published 23 January 2024, 12:42pm

Section I: Contracting authority

I.1) Name and addresses

Haberdashers' Academies Trust South

Hatcham College, Jerningham Road

London

SE14 5NY

Contact

Maria Robinson-Pus

Email

tenders@minervapcs.com

Telephone

+44 1256467107

Country

United Kingdom

NUTS code

UKI44 - Lewisham and Southwark

Internet address(es)

Main address

<https://www.habstrustsouth.org.uk/>

I.4) Type of the contracting authority

Other type

Education Institute

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Haberdashers' Academies Trust South - Payroll, HR Administration and Associated Services

Reference number

MPN-10257

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

Haberdashers' Academies Trust South is conducting a tender process to award a contract for the provision of 'Provision of Payroll, HR Administration and Associated Services' to commence on a phased implementation from 1 January 2024 with the HR systems and Payroll by April 2024. The contract is being tendered for three years with consideration of possible extensions of (+1+1) years. The Trust requires a Supplier to undertake the Provision of Payroll, HR Administration and Associated Services in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of their staff. Complete information regarding the Service Requirements for the Trust can be found in the Statement of Requirements which is part of the tender pack.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £186,270

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

Full details in tender documentation

II.2.4) Description of the procurement

Haberdashers' Academies Trust South is currently out to tender for the provision of Payroll, HR Administration and Associated services. The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 1 March 2024. The Trust requires a Contractor to undertake the Payroll, HR Administration and Associated Services in accordance with good practice so as to provide a high service standard throughout the schools for the benefit of their staff. Complete information regarding the Service Requirement at the Trust schools can be

found in the Statement of Requirements document accompanying the tender pack. The Supplier will be responsible for the provision of skilled payroll and HR administration personnel to provide an efficient, timely and proactive service. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff.

II.2.5) Award criteria

Quality criterion - Name: All criteria are stated only in the procurement documents /
Weighting: 85

Price - Weighting: 15

II.2.11) Information about options

Options: Yes

Description of options

The contract will be awarded for an initial period of 3 years with 2 possible extensions of 12 months, meaning a maximum contract length of 5 years.

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

The duration detailed above includes the initial term of 3 years as well as the 2 optional contract extension periods of 12 months each.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-011898](#)

Section V. Award of contract

Contract No

Haberdashers' Academies Trust South

Title

Payroll, HR Administration and Associated Services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

12 January 2024

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Capita Business Services Limited

65 Gresham Street

London

EC2V 7NQ

Country

United Kingdom

NUTS code

- UKI - London

Internet address

www.Capita.com

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £600,000

Total value of the contract/lot: £186,270

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Haberdashers' Academies Trust South incorporated a standstill period at the point information on the award of the contract was communicated to tenderers. That notification provided full information on the award decision. The standstill period, which was for a minimum of 10 calendar days, provided time for unsuccessful tenderers to challenge the award decision before the contract was entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).