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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): ocds-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](mailto: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

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**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.

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## **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](#)

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## **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](http://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

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## **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).