

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002263-2022>

Tender

## **Learning without Limits Academy Trust - Payroll, HR Administration and Associated Services**

Learning without Limits Academy Trust

F02: Contract notice

Notice identifier: 2022/S 000-002263

Procurement identifier (OCID): ocds-h6vhtk-030f70

Published 26 January 2022, 9:56am

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

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

Learning without Limits Academy Trust

c/o Lancaster Academy, Knighton Lane East

Leicester

LE2 6FU

#### **Contact**

Lorraine Ashover

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

#### **Country**

United Kingdom

**NUTS code**

UKF21 - Leicester

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

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

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

Other type

Educational institute

**I.5) Main activity**

Education

---

## **Section II: Object**

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

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

Learning without Limits Academy Trust - Payroll, HR Administration and Associated Services

Reference number

MPN-10202

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

- 79631000 - Personnel and payroll services

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

Services

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

Learning without Limits Academy Trust is currently out to tender for the provision of payroll, HR admin and associated services. The Trust requires a supplier to undertake the payroll, HR Admin 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 requirement for the Trust can be found in the Statement of Requirements which is part of 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 payroll, HR Admin and associated services provision. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff as well as named representatives (finance lead and HR admin lead) at each school.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

### **II.2) Description**

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

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

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

NUTS codes

- UKF21 - Leicester

Main site or place of performance

The Trust main Central Team is based at Lancaster Academy, Knighton Lane East, Leicester, LE2 6FU. All other sites can be reviewed via the Trust website.

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

Learning without Limits Academy Trust is currently out to tender for the provision of payroll, HR admin and associated services. The Trust requires a supplier to undertake the payroll, HR Admin 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 requirement for the Trust can be found in the Statement of Requirements which is part of 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 payroll, HR Admin and associated services provision. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff as well as named representatives (finance lead and HR admin lead) at each school.

## **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

## **II.2.6) Estimated value**

Value excluding VAT: £200,000

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

Duration in months

60

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Objective criteria is detailed in the tender document. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

### **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 awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five 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 three years as well as the two optional contract extension periods of 12 months each.

---

## **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**

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

Date

25 February 2022

Local time

5:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

25 March 2022

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

English

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Further notices will be published in 2025, 2026 or 2027 dependent on the exercising of contract extension options

### **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

Learning without Limits Academy Trust will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is 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)

#### **VI.4.4) Service from which information about the review procedure may be obtained**

High Court

Strand

London

WC2A 2LL

Country

United Kingdom