

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002599-2024>

Tender

## **CO0344 Essex Payroll and Pensions Administration Services**

Essex County Council

F02: Contract notice

Notice identifier: 2024/S 000-002599

Procurement identifier (OCID): ocids-h6vhtk-04348e

Published 25 January 2024, 2:14pm

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

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

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

#### **Contact**

Mr Andrew Beaver

#### **Email**

[Andrew.beaver@essex.gov.uk](mailto:Andrew.beaver@essex.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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**

CO0344 Essex Payroll and Pensions Administration Services

Reference number

DN675873

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

- 79211110 - Payroll management services

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

Services

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

Essex County Council (the Council) is seeking to outsource its Corporate Payroll and Pensions Administration Services (PPAS) which are currently provided in-house by the Council, such contract anticipated to commence in August 2024 for an initial 3-year period (with a further extension option of up to 2 years). The in-house PPAS primarily manages payment of

salaries to Council employees and allowances to members and other officers, while

administering pension contributions and pensions statutory reporting. The Council is looking for an external provider for this service, in order to benefit from reduced costs and innovative approaches while retaining a high level of service. Any solution will include the transfer of our existing staff and continued use of the existing payroll system, which has successfully paid all staff since its introduction in 2021.

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

Value excluding VAT: £5,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKH3 - Essex

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

Essex County Council invites tenders for provision of its Payroll and Pension Administration Service. The current internal payroll service makes payments to around 8,300 employees per month including managing pension contributions and statutory reporting. It also manages elements of the system administration and maintains certain key data around system approvers and

the hierarchy.

The service will be for an initial 3-year term, with an option to extend for up to a further 2 years, with services commencing in August 2024.

The aim of the procurement is to outsource the following key activities of the current service, which include but are not limited to:

- processing monthly payroll including payment, costing, statutory deductions, and reporting, third party payments and reconciliation for circa 8,300 – 9,000 directly employed Council staff.
- implementing pay changes because of Essex Pay.
- managing the payment of allowances to circa 75 members and other office holders per month
- administering pension contributions and other pension scheme administration for Council staff only
- undertaking pensions statutory reporting and record corrections for Council staff and maintained schools' employees.
- system administration tasks on the current Council IT system including and managing system upgrades.
- managing the organisation structure within the system
- updating changes to the workforce including starters, leavers, and changes
- managing absence including leave, sickness, and statutory leave

- correcting errors such as over and underpayments
- payroll information for the Council's in-year forecasting of its financial position and in developing future years' budget models
- undertaking financial end of year activity
- managing employee queries relating to the above

and all other activities required to deliver the requirements set out in the Council's Service Specification for this requirement.

The current payroll runs monthly for payment in advance on 23rd of each month for the whole month or the closest working day prior – this is required to be continued in the outsourced service.

In scope services and out of scope services are set out fully within the detailed Service Specification published for this tender. We are seeking a Contractor that can and must operate within our existing systems and set up by accessing our current platform to manage the on-going payroll and pension activity including elements of system administration.

The Council has considered this procurement in relation to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (the Regulations). The Council's view is that those Regulations apply to the transfer of activity envisaged by the proposed award of a contract for these services. Application of the Regulations is a matter of law and Bidders are therefore advised to seek their own independent legal advice on whether or not the Regulations apply. The current in-house Council team is composed of circa 29.66 FTE split between various teams:

Payroll management 18.65

Systems Administration 5.51

Pension Administration 5.50

There will be a requirement to provide appropriate pension provision which would usually entail the preferred Bidder providing continued access to the current Local Government Pension Scheme by achieving admitted body status of the Local Government Pension Scheme for any transferring employees. The requirements for any such pension provision (or alternative) is set out in Schedule 5 of the published contract for this tender.

The indicative contract value set out in this notice are for a 5-year contract with some minimal flex for potential contract variations during the term but there is no guarantee of

the extension or any variations. Bidders are referred to Schedule 3 of the contract for this tender and the guidance and instructions issued with the pricing matrix to ensure they fully understand what is and is not permitted for this contract. The Council will not award inflation uplifts at any point during the term.

The Payroll and Pensions Administration Service may provide opportunities for the Council to add to the services during the term where the Council needs or wishes to give effect to changes required to optimise, streamline or otherwise improve the services and/or arising from devolution and/or local government reform arrangements and/or shared services arrangements between the Council and other organisations. The actual contract value of the contract may therefore be in excess of the published value.

The award criteria referenced in II.2.5 includes the applicable weightings:

- 35% - Price/Commercial
- 60% - Technical/Quality
- 5% - Social Value

and using the published evaluation criteria in the tender documents.

The tender is subject to minimum scores on some of the quality questions and to maximum caps on price as set out in the published tender documents.

#### **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: £5,000,000

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

Duration in months

39

This contract is subject to renewal

Yes

Description of renewals

The contract has an option to extend for a period of up to 24 months, exercisable in such durations as required by the council.

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

List and brief description of conditions

In accordance with Regulations 56 to 58 of The Public Contracts Regulations 2015 and as set out in the standard selection questionnaire which is available with the tender documents.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

The tender documents contain provisions that relate in particular to social value matters. See also the form of contract supplied with the tender

documents.



---

## **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: Yes

### **IV.2) Administrative information**

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

Date

26 February 2024

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

26 February 2024

Local time

12:30pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom