

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002700-2022>

Tender

## **The Priory Learning Trust - Payroll, HR Administration and Associated Services**

The Priory Learning Trust

F02: Contract notice

Notice identifier: 2022/S 000-002700

Procurement identifier (OCID): ocids-h6vhtk-031126

Published 31 January 2022, 3:25pm

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

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

The Priory Learning Trust

Queensway

Weston Super Mare

BS22 6BP

#### **Contact**

Ben Jones

#### **Email**

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

#### **Telephone**

+44 1256467107

#### **Country**

United Kingdom

**NUTS code**

UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

**Internet address(es)**

Main address

<https://www.theplt.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**

The Priory Learning Trust - Payroll, HR Administration and Associated Services

Reference number

MPN-10199

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

- 79631000 - Personnel and payroll services

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

Services

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

The Priory Learning 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 suppliers 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. Please note that the tender is split into two Lots (one for payroll services and one for HR Administration Services) in order to maximise the number and quality of bids received.

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

Value excluding VAT: £510,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

### **II.2.1) Title**

Payroll and Associated Services

Lot No

1

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

- 79211110 - Payroll management services

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

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Main site or place of performance

Queensway, Weston Super Mare, North Somerset, BS22 6BP

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

The Priory Learning Trust is currently out to tender for the provision of payroll and associated services. The Trust requires a supplier to undertake the payroll 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 personnel to provide an efficient, timely and proactive payroll 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.

### **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: £265,000

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

Duration in months

72

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 three possible extensions of 12 months meaning a maximum contract length of six 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 three

optional contract extension periods of 12 months each.

## **II.2) Description**

### **II.2.1) Title**

HR Administration and Associated Services

Lot No

2

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Main site or place of performance

Quuensway, Weston Super Mare, North Somerser, BS22 6BP

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

The Priory Learning Trust is currently out to tender for the provision of HR administration and associated services. The Trust requires a supplier to undertake the 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 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 HR Administration personnel to provide an efficient, timely and proactive HR Administration 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.

### **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: £245,000

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

Duration in months

72

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 three possible extensions of 12 months meaning a maximum contract length of six 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 three 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: No

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

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

Date

2 March 2022

Local time

5:00pm

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

8 April 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, 2027 or 2028 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

The Priory Learning 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