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Tender

Personal Assistant Payroll & Managed Bank Account Service

Leeds City Council

F02: Contract notice

Notice identifier: 2021/S 000-002969

Procurement identifier (OCID): ocids-h6vhtk-029300

Published 12 February 2021, 5:20pm

Section I: Contracting authority

I.1) Name and addresses

Leeds City Council

St George House, 2nd Floor, 40 Great George Street

Leeds

LS1 3DL

Contact

Mr Tony Bailey

Email

RESAdultsHealth.category@leeds.gov.uk

Telephone

+44 1133785822

Country

United Kingdom

NUTS code

UKE42 - Leeds

Internet address(es)

Main address

<http://www.leeds.gov.uk>

Buyer's address

<http://www.leeds.gov.uk>

I.3) Communication

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

www.yortender.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.yortender.co.uk

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

Personal Assistant Payroll & Managed Bank Account Service

Reference number

DN470722

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

The PA Payroll & MBA Service which includes an enhanced 'full' payroll function; a basic payroll calculation only function and a managed bank account service. The Provider will ensure that people have access to all these financial management aspects of their direct payment. The service will work within the principles of strength based, person centred and outcome focused support to the following specific groups of people:

- Adults or Carer's receiving a Leeds Local Authority funded direct payment
- Adults & Children receiving a NHS Leeds CCG funded direct payment
- People with responsibility for a child/young person with Special Education Needs (SEN) and disabilities who receive a direct payment for the child's education, health or social care needs
- Families of CYP with a personal budget
- Young people aged 16-17 with SEN and disabilities who receive a direct payment for their education, health or social care needs.

II.1.5) Estimated total value

Value excluding VAT: £2,050,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE42 - Leeds

II.2.4) Description of the procurement

Please see tender documents www.yortender.co.uk

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: £2,050,000

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.2.10) 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

Bidders should refer to the Standard Selection Questionnaire (SSQ) for further information relating to the minimum levels of suitability for economic and financial standing, and technical and professional ability

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

Open 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

19 March 2021

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

19 March 2021

Local time

12:00pm

Place

Leeds City Council

Civic Hall

Leeds

LS1 1UR

Information about authorised persons and opening procedure

Document will be opened and authorised by the Council's Procurement and Commercial Services

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

LONDON

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Where necessary in order to comply with the Public Contracts Regulations 2015 this authority

will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be requested from the addressee found in 1.1. If an appeal regarding the award of a contract has not been successfully resolved the (for Public Sector)Public Contracts Regulations 2015 (SI 2015 No 102) 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). Any such action must be brought promptly (generally within 30

days beginning with the date when the tenderer first knew or ought to have known that the grounds for starting the proceedings had arisen).Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered in to the court may only award damages. Following the 10 day standstill period, if no further debriefing has been requested, the

court may only award damages once the contract has been entered into.

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

The High Court of Justice

The Strand

LONDON

WC2A 2LL

Country

United Kingdom

