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Contract

## **Fully Managed Payroll Solution**

Met Office

F03: Contract award notice

Notice identifier: 2022/S 000-003434

Procurement identifier (OCID): ocds-h6vhtk-02e4e1

Published 7 February 2022, 2:41pm

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

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

Met Office

Fitzroy Road

Exeter

EX1 3PB

#### **Contact**

Ms Lisa Marvin

#### **Email**

[lisa.marvin@metoffice.gov.uk](mailto:lisa.marvin@metoffice.gov.uk)

#### **Telephone**

+44 3301353742

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

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

National or federal Agency/Office

**I.5) Main activity**

Environment

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## **Section II: Object**

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

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

Fully Managed Payroll Solution

Reference number

DN569270

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

The Met Office are seeking a fully managed payroll solution to ensure payments are made to employees on-time and accurately on a monthly basis. The Met Office currently employs 2150 people: approximately 2126 based in the UK and 24 based overseas. All staff are processed on UK payroll according to UK legislation (no ex-pat arrangements) and paid in pounds sterling (£). On average, throughout the financial period April 2020 – March 2021, the payroll solution administered 2117 payslips each month. This fluctuated between a range of 2078 and 2169 throughout this period (please note, this data is being provided for indicative purposes only). The payroll solution must operate on a 365-day processing schedule (rather than the standard 260 or 261-day schedule). The Met Office intends to award a Contract for Services to a single supplier for the provision of a fully managed payroll solution with an initial contract term of 3 years, and the option to extend for one further 12-month period.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Lowest offer: £200,000 / Highest offer: £400,000 taken into consideration

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

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

NUTS codes

- UK - United Kingdom

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

The Met Office are seeking a fully managed payroll solution to ensure payments are made to employees on-time and accurately on a monthly basis. The Met Office currently employs 2150 people: approximately 2126 based in the UK and 24 based overseas. All staff are processed on UK payroll according to UK legislation (no ex-pat arrangements) and paid in pounds sterling (£). On average, throughout the financial period April 2020 – March 2021, the payroll solution administered 2117 payslips each month. This fluctuated between a range of 2078 and 2169 throughout this period (please note, this data is being provided for indicative purposes only). The payroll solution must operate on a 365-day processing schedule (rather than the standard 260 or 261-day schedule). The Met Office intends to award a Contract for Services to a single supplier for the provision of a fully managed payroll solution with an initial contract term of 3 years, and the option to extend for one further 12-month period.

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

Quality criterion - Name: Compliance with Specification - Quality / Weighting: 70

Price - Weighting: 30

### **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

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-023921](#)

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## **Section V. Award of contract**

### **Contract No**

DN569270

### **Title**

Fully Managed Payroll Solution

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

7 February 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 12

Number of tenders received by electronic means: 12

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Civica UK Limited

Southbank Central, 8th Floor, 30 Stamford Street

London

SE1 9LQ

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

01628868

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £200,000 / Highest offer: £700,000 taken into consideration

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## **Section VI. Complementary information**

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

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

Met Office

Fitzroy Road

Exeter

EX1 3PB

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Legal Services, Met Office

Exeter

Country

United Kingdom

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

Met Office

Exeter

Country

United Kingdom