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Tender

## **Outsourced Human Resources and Payroll Provision - Delta Education Trust**

THE DELTA EDUCATION TRUST

F02: Contract notice

Notice identifier: 2023/S 000-005544

Procurement identifier (OCID): ocds-h6vhtk-03abc4

Published 24 February 2023, 1:06pm

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

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

THE DELTA EDUCATION TRUST

160 Herbert Avenue

POOLE

BH124HU

#### **Email**

[procurement@deltaeducationtrust.com](mailto:procurement@deltaeducationtrust.com)

#### **Country**

United Kingdom

#### **Region code**

UKK24 - Bournemouth, Christchurch and Poole

#### **Companies House**

08382383

**Internet address(es)**

Main address

<https://deltaeducationtrust.com/tenders>

Buyer's address

<https://deltaeducationtrust.com/tenders>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://detaeducationtrust.com/tenders>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://detaeducationtrust.com/tenders>

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

Other type

Academy trust (Education)

**I.5) Main activity**

Education

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**Section II: Object**

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

**II.1.1) Title**

Outsourced Human Resources and Payroll Provision - Delta Education Trust

**II.1.2) Main CPV code**

- 79630000 - Personnel services except placement and supply services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Delta Education Trust (DET) is a mixed multi-academy trust based in the South of England whose members are seeking to conduct a tender process to appoint an outsourced HR Resources and Payroll provider. The existing provider has been in post since 2021, and whilst our component schools are satisfied with the support and service that has been received from the provider, they have determined that good practice dictates that we should conduct a tender process to appoint a company to act as provider moving forward.

**II.1.5) Estimated total value**

Value excluding VAT: £550,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description****II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)
- UKK - South West (England)

Main site or place of performance

DET was established as a mixed multi academy trust in 2013 and currently comprises a group of four schools across the south coast of England. Three of these schools serve children with special educational needs, with the final school being mainstream primary provision. Since September 2021 DET also operates a teaching school hub, providing professional development to teachers across the south of England

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

The Trust has prepared a specification of services required which it is anticipated would form most components of the basic HR and Payroll and support package of most providers. The list may not be fully inclusive, but the intention is to provide the best possible indicators of the service needed. Full details can of course be found in our tender document.

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

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

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Generally renewed on 36 month basis subject to review and the discretion of the Trust board

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Contract can be extended by a further 2 years (24 months) at the discretion of the Trust Board

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## **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

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

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **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

31 March 2023

#### **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**

Tender must be valid until: 28 April 2023

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

Date

1 April 2023

Local time

10:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Delta Education Trust Board

Poole

Country

United Kingdom