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Tender

# **Payroll**

Kent Community Health NHS Foundation Trust

F02: Contract notice

Notice identifier: 2023/S 000-006385

Procurement identifier (OCID): ocds-h6vhtk-03ae3c

Published 5 March 2023, 8:57pm

# **Section I: Contracting authority**

# I.1) Name and addresses

Kent Community Health NHS Foundation Trust

110/120 Upper Pemberton, Eureka Park, Kennington

**Ashford** 

**TN25 4AZ** 

#### Contact

Mrs Annabelle Smith-Whibley

#### **Email**

annabelle.smith-whibley@nhs.net

### **Telephone**

+44 1233667838

### Country

**United Kingdom** 

## Region code

UK - United Kingdom

### Internet address(es)

Main address

http://www.kentcht.nhs.uk

Buyer's address

http://www.kentcht.nhs.uk

# I.3) Communication

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

https://procontract.due-north.com/Advert/Index?advertId=b6ece6da-91bb-ed11-8120-005056b64545

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/Advert/Index?advertId=b6ece6da-91bb-ed11-8120-005056b64545

# I.4) Type of the contracting authority

Body governed by public law

# I.5) Main activity

Health

# **Section II: Object**

## II.1) Scope of the procurement

### II.1.1) Title

Payroll

Reference number

DN656246

#### II.1.2) Main CPV code

- 79211110 Payroll management services
  - o AA01 Metal

#### II.1.3) Type of contract

Services

### II.1.4) Short description

Provision of an NHS payroll service

To provide a weekly and monthly payroll to our workforce, including a supplementary run

To have comprehensive knowledge and experience of managing an NHS Payroll and Pension

To be able to transition between the months of July – October 2023 with a go live of the 1st November 2023

To be a provider that meets all the necessary statutory requirements of a payroll provider and has knowledge and experience of using ESR and NHS Pensions Online

The term of the contract is 3 years plus an additional 4 years in tranches of one year

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

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

- 79211110 Payroll management services
- 79631000 Personnel and payroll services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

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

Provision of an NHS payroll service

To provide a weekly and monthly payroll to our workforce, including a supplementary run

To have comprehensive knowledge and experience of managing an NHS Payroll and Pension

To be able to transition between the months of July – October 2023 with a go live of the 1st November 2023

To be a provider that meets all the necessary statutory requirements of a payroll provider and has knowledge and experience of using ESR and NHS Pensions Online

The term of the contract is 3 years plus an additional 4 years in tranches of one year

#### 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

The term of the contract is 3 years plus an additional 4 years in tranches of one year.

# II.2.10) Information about variants

Variants will be accepted: Yes

# 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 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

6 April 2023

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

6 April 2023

Local time

12:30pm

# **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

Kent Community Health NHS Foundation Trust

Trinity House, 110/120 Eureka Park, Upper Pemberton, Kennington

Ashford

Kent

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annabelle.smith-whibley@nhs.net

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+44 7787263303

Country

**United Kingdom**