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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](mailto: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

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## **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
  - 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

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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: 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

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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**

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](mailto:annabelle.smith-whibley@nhs.net)

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