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Tender

## **Framework for the Provision of Payroll Services**

Guy's and St Thomas' NHS Foundation Trust

F02: Contract notice

Notice identifier: 2025/S 000-006434

Procurement identifier (OCID): ocds-h6vhtk-04e597

Published 20 February 2025, 5:04pm

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

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

Guy's and St Thomas' NHS Foundation Trust

Great Maze Pond

London

SE1 9RT

#### **Contact**

Sandra Baiden

#### **Email**

[lppefps@lpp.nhs.uk](mailto:lppefps@lpp.nhs.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI44 - Lewisham and Southwark

**Internet address(es)**

Main address

<https://www.guysandstthomas.nhs.uk>

Buyer's address

<https://www.guysandstthomas.nhs.uk>

**I.3) Communication**

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

**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**

Framework for the Provision of Payroll Services

Reference number

LPP/2024/004

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

- 79211110 - Payroll management services

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

Services

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

NHS London Procurement Partnership (hosted by Guy's and St Thomas' NHS Foundation Trust) intends to establish a multiple supplier framework for the provision of Payroll Services Framework.

#### **II.1.5) Estimated total value**

Value excluding VAT: £24,000,000

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

This contract is divided into lots: No

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

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

- 79631000 - Personnel and payroll services
- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

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

NHS London Procurement Partnership (hosted by Guy's and St Thomas' NHS Foundation Trust) is establishing a Framework Agreement for the provision of payroll services. This framework is not split in to any Lots.

The objective for establishing the framework for the provision of payroll services is to deliver the following business benefits:

- Provision of a legally compliant route to market for fully comprehensive payroll and pensions service which complies with guidance and directives as issued by the Department of Health and NHS Employers, in addition to legal requirements.
- To provide shared services and outsourcing solutions as vehicles for achieving efficiency savings for NHS organisations and wider public sector.
- The services will also include expenses administration plus related HR administration/maintenance through the ESR system reporting and submitting data for financial reconciliation and accounting.
- Speed up contracting processes and enable trust staff time to be reinvested in more value adding tasks;
- Improving efficiency;
- To operate a strategic contract to improve trust spend and usage data;
- To be more accessible to SMEs.

#### **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

48

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

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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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

NHS LPP intends to award a Framework Agreement for a period of 4 years.

#### **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

24 March 2025

Local time

12:00pm

**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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

20 February 2025

Local time

6:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

The Tendering Portal can be accessed via the link: <https://health-family.force.com/s/Welcome>

All communications (including submission of Tenders) should be carried out via the e-Tendering Portal. The procurement documents are available for unrestricted full direct access, free of charge via the e-Tendering Portal. To access this opportunity you will need to register at <https://health-family.force.com/s/Welcome> as a Supplier and search for the opportunity C317463.

To respond to this Invitation to Tender, Bidders must register on the portal, log in, complete the tender response documents and submit them via the e-tendering portal. Please note that any communication from NHS London Procurement Partnership (NHS

LPP) regarding this tender will be via Atamis. Bidders must use the e-tendering messaging board for their communication with NHS LPP regarding this procurement.

Should Tenderers have any queries, or having problems using the portal, they should contact the Atamis Helpdesk at: Phone: 0800 9956035 E-mail: [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk)

The Framework can be accessed by the following Participating Authorities (including but not limited to):

- Central government departments & their executive agencies (a list of such departments and executive agencies can be found at <http://www.cabinetoffice.gov.uk/government-business/government-ministers-responsibilities.aspx>);
- Non-departmental public bodies (NDPBs) (a list of NDPBs can be found at Annex A to the Public Bodies Directory 2007 published by the cabinet office) which can be found at: <https://www.gov.uk/guidance/public-bodies-reform>;
- National Health Service (NHS) bodies, including Clinical Commissioning Groups, NHS trusts, NHS foundation trusts, a Special Health Authority and a Local Health Board in England and Wales and other constituent bodies in Wales, Scotland and Northern Ireland, including but not limited to, the Scottish ambulance service, lists of all of such NHS bodies can be found at:  
<http://www.nhs.uk/ServiceDirectories/pages/nhstrustlisting.aspx>  
<http://www.wales.nhs.uk/nhswalesaboutus/structure>,  
<https://www.scot.nhs.uk/organisations/>  
<http://www.hscni.net/index.php?link=hospitals>
- All Local Authorities, a list of such authorities being available at:  
[http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/DG\\_A-Z\\_LG](http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/DG_A-Z_LG)
- All Combined Authorities, a list of such authorities being available at:  
<https://www.local.gov.uk/topics/devolution/combined-authorities>
- Police forces and other emergency services, including fire and rescue services, the maritime and Coast guard agency and other rescue authorities a list of police authorities and fire and rescue services can be found respectively at the following:  
<http://www.police.uk/forces.htm>  
<https://www.fireservice.co.uk/information/ukfrs/>
- Educational establishments i.e. schools maintained by local authorities; academies; city technology colleges; further education establishments, and universities:  
<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>
- Registered social landlords (RSLs), a list of such authorities being available at:  
<https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>
- Registered charities, as detailed at: <http://www.charity-commission.gov.uk/>
- Devolved and other administrations within the British Isles, including those detailed at:  
 Scotland: <http://scotland.gov.uk/Home> and <http://www.scottish.parliament.uk/>  
 Wales: <http://new.wales.gov.uk/?llang=en,OJ/S>

Isle of Man: <https://www.gov.im/>

- Healthcare providers in the Channel Islands

<https://gov.gg>

<https://www.gov.je>

For the avoidance of doubt, any successor bodies of any of the above entities shall be entitled to access the Framework (subject to Authority approval) and shall be deemed Participating Authorities for the purposes of this Framework Agreement

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

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

The High Court

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>