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Tender

## **Provision of a Hosted HR System and Fully Managed Payroll Service**

Ted Wragg Trust

F02: Contract notice

Notice identifier: 2023/S 000-007709

Procurement identifier (OCID): ocds-h6vhtk-03974d

Published 16 March 2023, 2:55pm

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

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

Ted Wragg Trust

Cranbrook Educational Campus

Cranbrook

EX5 7EE

#### **Email**

[sue.pym@tedwraggtrust.co.uk](mailto:sue.pym@tedwraggtrust.co.uk)

#### **Telephone**

+44 7385936378

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.tedwraggtrust.co.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43055](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43055)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Provision of a Hosted HR System and Fully Managed Payroll Service

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

- 79211110 - Payroll management services

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

Services

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

The Trust is looking to procure Provision of a Hosted HR System and Fully Managed Payroll Service.

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

Value excluding VAT: £750,000

#### **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
- 79414000 - Human resources management consultancy services
- 48450000 - Time accounting or human resources software package
- 79211110 - Payroll management services
- 72212450 - Time accounting or human resources software development services

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

NUTS codes

- UKK43 - Devon CC

Main site or place of performance

Cranbrook Education Campus

Tillhouse Road

Cranbrook

Exeter

EX5 7EE

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

The Trust is seeking a provider for the provision of a Hosted HR System and Fully Managed Payroll Service.

The Trust facilitates payroll and HR for 1,700 employees from 15 schools and the Trust's subsidiary company in various locations within the South West. HR, Payroll and Pensions are currently handled through the Midland I-Trent system. The contract expires on the 31 January 2024.

This procurement seeks to address concerns to ensure business resilience and capacity for growth, improved management reporting and information, and to benefit from system administration / management capacity for the ongoing development of the core HR and payroll system. A fully managed payroll solution is envisaged.

The intention of the tender is to have fully implemented and operational systems and services in place for 1st January 2024. This invitation to tender includes both essential and desirable elements to ensure that the Trust can secure the most efficient HR and payroll solution possible.

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

Quality criterion - Name: Pricing / Weighting: 40

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £750,000

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

Duration in months

60

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per information provided in the tender documents

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Information as provided in the tender documents

#### **III.2.2) Contract performance conditions**

Information as given in the tender documents

#### **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

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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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-001106](#)

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

4 May 2023

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: 3 (from the date stated for receipt of tender)

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

Date

4 May 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=228908](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228908).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:228908)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

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

Ted Wragg Multi Academy Trust

Tillhouse Road

Exeter

EX5 7EE

Country

United Kingdom

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

Ted Wragg Multi Academy Trust

Tillhouse Road

Exeter

EX5 7EE

Country

United Kingdom