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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): ocids-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

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

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

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

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

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

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.

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.

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

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