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Contract

## **Meridian Trust – Payroll, HR Administration and Associated Services**

Meridian Trust

F03: Contract award notice

Notice identifier: 2023/S 000-008857

Procurement identifier (OCID): ocds-h6vhtk-0359fa

Published 27 March 2023, 3:44pm

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

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

Meridian Trust

Gibraltar Lane, Swavesey

Cambridge

CB24 4RS

#### **Contact**

Steve Parker

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

**Country**

United Kingdom

**NUTS code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

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

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

Other type

Education Institute

**I.5) Main activity**

Education

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**Section II: Object****II.1) Scope of the procurement****II.1.1) Title**

Meridian Trust – Payroll, HR Administration and Associated Services

Reference number

MPN-10229

**II.1.2) Main CPV code**

- 79631000 - Personnel and payroll services

**II.1.3) Type of contract**

## Services

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

Meridian Trust is currently out to tender for the provision of a Payroll, HR Administration System and Associated Services. Suppliers that would like to take part in this process are invited to Express Interest upon which they will be given access to the full tender documentation through this e-tendering system. When the tender documents have been made available, suppliers will receive notification via email and the tender documents can be accessed from the My Tender area of this website and by selecting the View Details button of this project. Please allow sufficient time to make your return as late returns will not be accepted. Any questions relating to this tender should be made via the correspondence section of this website.

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

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £650,702.26

## **II.2) Description**

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

- 79631000 - Personnel and payroll services
- 79211110 - Payroll management services

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

Meridian Trust is currently out to tender for the provision of a Payroll, HR Administration and Associated Services. Full details of the system functionality and supporting services the Trust requires are available via the Statement of Requirements which is part of the tender documentation.

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

Quality criterion - Name: All criteria are stated only in the procurement documents /  
Weighting: 80

Price - Weighting: 20

## **II.2.11) Information about options**

Options: Yes

Description of options

The Contract value will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years

## **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2.14) Additional information**

The duration detailed above includes the initial term of three years as well as the two optional contract extension periods of 12 months each.

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## **Section IV. Procedure**

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

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

Restricted 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: [2022/S 000-021783](#)

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## **Section V. Award of contract**

### **Contract No**

Meridian Trust

### **Title**

Payroll, HR Administration and Associated Services

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

10 March 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

MHR International UK Limited

Peterbridge House

Northampton

Country

United Kingdom

NUTS code

- UKF24 - West Northamptonshire

Internet address

<https://mhrglobal.com/uk/en>

The contractor is an SME

No

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £525,000

Total value of the contract/lot: £650,702.26

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## **Section VI. Complementary information**

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

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Meridian Trust will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)