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Contract

Payroll Tender

West Lancashire Borough Council

F03: Contract award notice

Notice identifier: 2025/S 000-011194

Procurement identifier (OCID): ocids-h6vhtk-0498c2

Published 25 March 2025, 3:50pm

Section I: Contracting authority

I.1) Name and addresses

West Lancashire Borough Council

52 Derby Street

Ormskirk

L39 2DH

Contact

Ms Catherine Kirwan

Email

procurement@westlancs.gov.uk

Country

United Kingdom

Region code

UKD47 - Chorley and West Lancashire

Internet address(es)

Main address

<http://www.westlancs.gov.uk/>

Buyer's address

<http://www.westlancs.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll Tender

Reference number

DN741826

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will

be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

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: £320,319

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD47 - Chorley and West Lancashire

II.2.4) Description of the procurement

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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 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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-028601](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

6 December 2024

V.2.2) Information about tenders

Number of tenders received: 6

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

V.2.3) Name and address of the contractor

Capita Business Services Limited

2 Kingdom Street

London

W2 6BD

Country

United Kingdom

NUTS code

- UKD47 - Chorley and West Lancashire

The contractor is an SME

No

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

Total value of the contract/lot: £320,319

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

West Lancashire Borough Council

Ormskirk

Country

United Kingdom