

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011194-2025>

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](mailto: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