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Tender

## **Payroll bureau and HR software**

Keystone Knowledge

F02: Contract notice

Notice identifier: 2022/S 000-011390

Procurement identifier (OCID): ocds-h6vhtk-03331b

Published 3 May 2022, 4:15pm

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

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

Keystone Knowledge

9 Nightingale Way

Etwall

DE65 6RT

#### **Email**

[procurement@keystoneknowledge.com](mailto:procurement@keystoneknowledge.com)

#### **Telephone**

+44 7591672393

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.keystoneknowledge.com>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42866](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42866)

**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://keystoneknowledge.sharepoint.com/:f:/s/LangleyPark-Payrolltender/EjNoODslQfxDvD1X0F5WReUBNai9n8WzkjfQdtSSxYMpkA?e=DFvgGz>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Payroll bureau and HR software

Reference number

LPLT202205

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

- 79211110 - Payroll management services

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

Services

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

Provision of outsourced Payroll bureau and HR software to the academy trust

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

Value excluding VAT: £120,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UK - United Kingdom

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

Provision of outsourced payroll management for the trust, including pension administration, and the provision of HR software to support the effective operations of the HR team

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £90,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Contract may be extended by a further 24 months

### **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

Respondents should indicate within their submission their experience of similar provision elsewhere within the sector, most notably to include pension administration of Teachers Pension Scheme and Local Government Pension scheme for academy trusts

#### **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

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

Date

27 May 2022

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**

Tender must be valid until: 30 June 2022

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

Date

27 May 2022

Local time

12:00pm

Place

Online

Information about authorised persons and opening procedure

CEO of Trust and one other

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

(MT Ref:226179)

### **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>