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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

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

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

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

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

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

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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>