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Tender

Haberdashers' Academies Trust South - Payroll, HR Administration and Associated Services

Haberdashers' Academies Trust South

F02: Contract notice

Notice identifier: 2023/S 000-011898

Procurement identifier (OCID): ocids-h6vhtk-03c426

Published 25 April 2023, 9:21pm

Section I: Contracting authority

I.1) Name and addresses

Haberdashers' Academies Trust South

Hatcham College, Jerningham Road

London

SE14 5NY

Contact

Maria Robinson-Pus

Email

tenders@minervapcs.com

Telephone

+44 1256467107

Country

United Kingdom

NUTS code

UKI44 - Lewisham and Southwark

Internet address(es)

Main address

<https://www.habstrustsouth.org.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

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

I.4) Type of the contracting authority

Other type

Education Institute

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Haberdashers' Academies Trust South - Payroll, HR Administration and Associated Services

Reference number

MPN-10257

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

Haberdashers' Academies Trust South is conducting a tender process to award a contract for the provision of 'Provision of Payroll, HR Administration and Associated Services' to commence on a phased implementation from 1 January 2024 with the HR systems and Payroll by April 2024. The contract is being tendered for three years with consideration of possible extensions of (+1+1) years. The Trust requires a Supplier to undertake the Provision of Payroll, HR Administration and Associated Services in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of their staff. Complete information regarding the Service Requirements for the Trust can be found in the Statement of Requirements which is part of the tender pack.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

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

II.2.3) Place of performance

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

Full details in tender documentation

II.2.4) Description of the procurement

Haberdashers' Academies Trust South is currently out to tender for the provision of Payroll, HR Administration and Associated services. The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 1 January 2024. The Trust requires a Contractor to undertake the Payroll, HR Administration and Associated Services in accordance with good practice so as to provide a high service standard throughout the schools for the benefit of their staff. Complete information regarding the Service Requirement at the Trust schools can be found in the Statement of Requirements document accompanying the tender pack. The Supplier will be responsible for the provision of skilled payroll and HR administration personnel to provide an efficient, timely and proactive service. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff.

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: £600,000

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Objective criteria is detailed in the tender document. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The contract will be awarded for an initial period of 3 years with 2 possible extensions of 12 months, meaning a maximum contract length of 5 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 3 years as well as the 2 optional contract extension periods of 12 months each.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

Date

25 May 2023

Local time

5:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

27 June 2023

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Further notices will be published in 2025, 2026 or 2027

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

Haberdashers' Academies Trust South 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)

VI.4.4) Service from which information about the review procedure may be obtained

High Court

Strand

London

WC2A 2LL

Country

United Kingdom