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Tender

CT2969 - Option 1 Payroll Support Services Framework Agreement

City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2024/S 000-014829

Procurement identifier (OCID): ocds-h6vhtk-040d0a

Published 9 May 2024, 2:18pm

Section I: Contracting authority

I.1) Name and addresses

City of Edinburgh Council

Waverley court

Edinburgh

EH8 8BG

Contact

Anna Penman

Email

anna.penman@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk/

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CT2969 - Option 1 Payroll Support Services Framework Agreement

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council are seeking to create a framework agreement for Payroll Support Services. This includes delivering Payroll Support and/or Financial Management Services (FMS).

The purpose of the Framework agreement is to offer a selection of Payroll Support/FMS Services for the Supported Person to choose from, in keeping with the values and principles of the Social Care (Self directed support) (Scotland) Act 2013.

This Framework Agreement does not guarantee business for the Provider for any set period of time or for any number of people.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66000000 - Financial and insurance services
- 98000000 - Other community, social and personal services
- 79414000 - Human resources management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Within the City of Edinburgh

II.2.4) Description of the procurement

The service provider will offer three types of support to supported people Payroll Support, Financial Management Service with payroll support, or Financial Management Service without Payroll Support.

The payroll support service will contribute to helping people to maintain maximum independence, choice, control, inclusion and quality of life.

The key objectives of the Payroll Support Service shall be to provide the following by a fully trained, highly committed payroll team. The following is not an exhaustive list but does reflect the minimum core service which is required to be delivered to the supported person who is employing Personal Assistants.

- Set up the Payroll service for the supported person
- Provide people with timesheets to record the hours their employees works
- Register the supported person as the employer with HMRC and deal with all correspondence from them;
- Deal with all correspondence from HMRC including end of year submissions
- Process 4 weekly / monthly salaries;
- Calculate payments to the personal assistants, including statutory payments when required (redundancy, sickness, holiday pay, maternity pay etc)
- Provide payslips (up to 2 per supported person per month/4 weeks)
- Calculate HMRC payment submissions;
- Retain annual leave records for employees
- Assist with pension auto-enrolment and ongoing support;

The Financial Management Service is for those who require this for a variety of reasons and where either authorisation in his/her support plan has been given by The City of Edinburgh Council, or the supported person is self-funding. This service will incorporate all of the following:

- The provider will manage the finances on behalf of the supported person, whilst they remain in charge of the services they receive and the way in which their services are delivered.

- Following discussion with The City of Edinburgh Council, all agreed outgoings will be paid by the provider on behalf of the supported person. This may include invoices for agencies, wage payments to employees, payments for Employers Liability Insurance, HMRC payments etc.
- The provider will be required to operate a separate bank account in the name of the supported person for processing Direct Payments/Personal Budgets.
- The provider will maintain an auditable accounting system that enables them to produce a statement of Receipts and Payments for each individual. A statement of account will also be provided to supported people and the City of Edinburgh Council as required.

The Provider will employ such staff as it believes appropriate to carry out the tasks and duties laid down in the Service Specification. Such staff will have the necessary skills, training and experience to undertake the professional role on behalf of the Council for the Service.

The Service Provider will ensure that the taking up of references for all staff involved will be undertaken. It will be a mandatory requirement of this contract that the provider complete a PVG for all relevant staff.

II.2.7) Duration of the contract or the framework agreement

Duration in months

72

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

In 2022/23 the total number of individuals accessing a Payroll Support Service authorised by the City of Edinburgh Council funding was over 311 payroll packages and 109 Financial Management Packages.

This requirement is considered to be covered under Chapter 3 PARTICULAR PROCUREMENT REGIMES section 7 Social and Other Specific Services of The Public Contracts (Scotland) Regulation 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

Economic operators may be excluded if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

B ECONOMIC AND FINANCIAL STANDING:

4B.1.1 Yearly turnover as detailed in the SDP

4B.1.4 Financial Ratios as detailed in the SDP

4B.5.1a Professional Indemnity Insurance, limit of indemnity of not less than 5,000,000GBP

4B.5.1b Employer's liability insurance, limit of indemnity of not less than 5,000,000GBP

4B.5.2 Public liability insurance, limit of indemnity of not less than 5,000,000GBP

C TECHNICAL AND PROFESSTIONAL ABILITY:

4C.4(1) Prompt Payment

4C.4(2) Real Living Wage

4C.7 Climate Change

D QUALITY ASSURANCE SCHEMES:

4D.1(1) Health and Safety Procedures

4D.1(2) Disclosure

4D.1(3) Community Benefits

4D.1(4) Financial Conduct Authority

More detail on each area can be found in the procurement documents.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please see contract specific KPI information contained within the relevant specification.

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Procedure involving negotiation

IV.1.3) Information about a framework agreement

The procurement involves the establishment of a framework agreement

In the case of framework agreements, provide justification for any duration exceeding 4 years:

This is a Framework Agreement created under the Light Touch Regime. It will be fixed for four years with the option to extend for a further two years

IV.1.10) Identification of the national rules applicable to the procedure

Information about national procedures is available at:

https://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf

IV.1.11) Main features of the award procedure

A two stage process will be used, more detail can be found within the Instructions to Tenders document.

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-030763](#)

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

Date

13 June 2024

Local time

12:00pm

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

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

It is a mandatory requirement of this Framework Agreement that a prompt payment clause is present in all supply chain Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

It is a mandatory requirement of this Framework Agreement to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the Real Living Wage.

Tenderers who do not pass these questions may not be subject to Commercial Analysis. As a result the tender may not be considered further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26544. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Community Benefits sought through this Framework Agreement will be proportionate to individual provider's annual contract value. Community Benefits should be to the benefit of the Community as whole and the council will work with the provider to arrange the most appropriate community benefits.

(SC Ref:765452)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.