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Planning

## **Leisure Facilities Back Office Professional Services & Systems**

High Peak Borough Council  
Staffordshire Moorlands District Council

F01: Prior information notice  
Reducing time limits for receipt of tenders  
Notice identifier: 2023/S 000-017567  
Procurement identifier (OCID): ocds-h6vhtk-03d80a  
Published 20 June 2023, 4:36pm

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

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

High Peak Borough Council

Town Hall

BUXTON

SK176EL

#### **Contact**

Elaine Hallworth

#### **Email**

[procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)

#### **Telephone**

+44 3451297777

**Country**

United Kingdom

**Region code**

UKF13 - South and West Derbyshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.highpeak.gov.uk](http://www.highpeak.gov.uk)

**I.1) Name and addresses**

Staffordshire Moorlands District Council

Moorlands House Stockwell Street

Leek

ST13 6HQ

**Contact**

Elaine Hallworth

**Email**

[procurement@staffsmoorlands.gov.uk](mailto:procurement@staffsmoorlands.gov.uk)

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.staffsmoorlands.gov.uk](http://www.staffsmoorlands.gov.uk)

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Leisure Facilities Back Office Professional Services & Systems

Reference number

PROC-5426

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

- 92000000 - Recreational, cultural and sporting services

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

Services

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

High Peak Borough Council and Staffordshire Moorlands District Council (the Councils) have published this Prior Information Notice (PIN) to alert potential suppliers of a future procurement opportunity.

The Contract Notice will be published in the next couple of months to start the procurement and selection of a main provider for the Councils Leisure facilities operational 'back office professional support and systems' contract.

The Councils are currently in outsourced concession contracts for the delivery of Leisure facilities operations, both are due to expire end of March 2024. Work is underway to establish a wholly owned Local Authority Trading Company (LATCo.) to manage their Leisure centres and deliver active health and wellness services for both Council areas, to be operational for April 2024.

The Councils will be the Contracting Authorities at the point of award, however interested participants must note that there will be a requirement to novate the contract arrangements to the subsidiary company when established and operational.

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

This contract is divided into lots: No

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

## **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems
- 92000000 - Recreational, cultural and sporting services

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

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire
- UKG2 - Shropshire and Staffordshire

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

This PIN has been issued ahead of the contract notice to enable the Councils to prepare the required detailed information for publication of the ITT. The procedure will be an open competition with reduced timescales of 15 days for submission of bids, in accordance with PCR15 regulation 48.

The future contract will be for multiple requirements across a range of professional service disciplines and systems, to support the operation of the new company, including but not limited to:

- ICT Support (Leisure Centre specific electronic point of sale system, Office functions, website, All systems [including App, CRM, Digital Asset Management System]),

Payroll system, Finance, Customer Data, Communications

- Finance Systems (Customer Payments, Purchase to Pay / Invoice payments, Invoices raised, VAT, Financial Information)

- Payroll (Monthly salary and wages, PAYE, Pensions, National Insurance, Other [inc annual leave, sickness, training records])

- Human Resources (Produce contract of employment, Record for starters/leavers, Annual leave records, Sickness records)

- Health and Safety (Integrated Management System, Meetings/ CPD, Audit, Statutory Compliance, Training, Best Practice) and;

- Direct Support, Accident Reporting, Legislative Updates, App KPI Management.

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

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

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Initial term 36 months, option to extend for a further 2 x 12 month periods

### **II.2.14) Additional information**

The procurement procedure will be an OPEN procedure in accordance with Public Contract Regulations 2015.

Expressions of interest are requested from providers that can meet the requirements outline in this notice and should be emailed to [procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk) prior to the Contract Notice publication.

### **II.3) Estimated date of publication of contract notice**

31 July 2023

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## **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

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

Electronic ordering will be used

Electronic payment will be used

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

Expressions of Interest to be emailed to:

[procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)

Registration on ProActis Procontract is recommended to access future ITT documents when published.

<https://procontract.due-north.com>

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Peak Borough Council

Town Hall

Buxton

SK17 6EL

Email

[procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)

Country

United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Alcatel period (10 standstill) will apply at the point of NOITA prior to formal award of contract