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Planning

## **Outsourced Payroll Services**

University of Plymouth

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-018027

Procurement identifier (OCID): ocids-h6vhtk-046f12

Published 11 June 2024, 3:04pm

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

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

University of Plymouth

Drake Circus

Plymouth, Devon

PL4 8AA

#### **Email**

[procurement@plymouth.ac.uk](mailto:procurement@plymouth.ac.uk)

#### **Telephone**

+44 01752582057

#### **Country**

United Kingdom

#### **Region code**

UKK41 - Plymouth

**National registration number**

1128013

**Internet address(es)**

Main address

<https://www.plymouth.ac.uk/about-us/university-structure/service-areas/procurement>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/97185>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=82569&B=UNIVERSITYPLYMOUTH](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=82569&B=UNIVERSITYPLYMOUTH)

Additional information can be obtained from 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**

Outsourced Payroll Services

Reference number

KD/UoP/Payroll\_Services/24

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

- 79631000 - Personnel and payroll services

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

Services

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

Please refer to the requirement on the EU Supply portal, where a brief description of what is required has been published.

### **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

- UKK41 - Plymouth

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

Our Peninsula Dental Social Enterprise are seeking comprehensive outsourced payroll services to efficiently manage their payroll functions. The key services required include:

- Accurate payroll processing and timely salary payments, ensuring compliance with HMRC regulations, including BACS payments.
- Handling statutory transactions and third-party payments (PAYE, NI, Statutory Sick, Maternity, Paternity, Shared Parental Leave, Pay and Adoption Pay, student loans and attachment of earnings, record maintenance of all current period and tax year to date balances

- New joiners
- Leavers
- Salary changes
- Pension deductions
- Other permanent payments and deductions
- Temporary deductions
- Apprenticeship levy
- Employment allowance
- Overtime
- Staff expenses (and BACS payments)
- Handling end-of-year processes such as P60s and P11Ds.
- Additionally, we need management of employee benefits, including auto-enrolment pensions, and administration of PAYE taxes and National Insurance contributions.

The service should provide employee self-service portals for easy access to payslips and tax documents and offer dedicated customer support to address payroll-related queries promptly.

It is preferable if the system can integrate seamlessly with our HR systems. Their goal is to enhance compliance, accuracy, and overall efficiency in our payroll operations.

If this is something you can offer and are interested in providing a quote, then please register your interest by emailing [procurement@plymouth.ac.uk](mailto:procurement@plymouth.ac.uk) by 25th June 2024.

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

25 June 2024

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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