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Tender

V&A Payroll Services

Victoria and Albert Museum

F02: Contract notice

Notice identifier: 2022/S 000-018157

Procurement identifier (OCID): ocds-h6vhtk-034d95

Published 4 July 2022, 1:37pm

Section I: Contracting authority

I.1) Name and addresses

Victoria and Albert Museum

Cromwell Road, South Kensington

London

SW7 2RL

Email

d.osborne@vam.ac.uk

Telephone

+44 2079422229

Country

United Kingdom

NUTS code

UKI3 - Inner London – West

Internet address(es)

Main address

<https://www.vam.ac.uk/>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Payroll-management-services./826A57Z4VH>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-title/826A57Z4VH>

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

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

V&A Payroll Services

Reference number

VA/CON/14/22

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

The V&A is a National Museum of art, design, and performance. It employs c950 staff, plus c300 staff pa as zero hours (“casual”) workers. The V&A will open 2 new venues during 2024 and 2025, which is expected to increase the employee headcount by c150. The V&A is conducting a tender process, for a fully managed payroll service from 01 December 2022.

Please note contract value is an estimate only, as the number of employees throughout the contract period may unforeseeably vary.

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

LONDON

II.2.4) Description of the procurement

The V&A utilizes one of 2 employment terms:

1)75% of employees are subject to “current” or V&A terms

2)25% of employees are subject to “legacy” or Civil Service terms

Legacy terms are now almost completely closed to new entrants and so are expected to decrease over the next few years, with the current or V&A terms, increasing to close to 100%.

Legacy terms, are linked to the Civil Service Pension Scheme, which requires access and operation of the MyCSP pension interface. V&A terms require pension payments to Aviva, the current defined contribution pension scheme.

Employees in “Front of House” roles, typically work over 7 days, therefore sickness payments and overtime need to be accommodated for all work patterns.

Payments to employees, workers and HMRC will be made by the V&A by BACs. The current pay date is 25th of a month, the V&A would be open to discussion on pay date going forward.

The current HR system at the V&A is Cascade (via IRIS Software Group Ltd). Any payroll supplier will be expected to work alongside the Cascade system and integrate when open API is available.

Tenderers must have previous experience of administration of MyCSP / Civil Service Pension process / interface.

Please note that all values stated in this notice are estimates only, and the contract term is the maximum term inclusive of all extension options.

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: £700,000

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

Duration in months

84

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The contract may be varied to:

Increase or decrease the number of employees without limitation;

Extend the initial five year term up to a further two years;

Include other related services;

Variant bids are acceptable only insofar as tenderers may propose alternative pricing methods for the V&A to consider.

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

Tenderers must have experience of previous administration of MyCSP / Civil Service Pension process / interface

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Turnover must be at least twice the estimated annual contract value (i.e. £200,000 or greater)

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: No

IV.2) Administrative information

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

Date

1 August 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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 August 2022

Local time

12:30pm

Place

Electronically

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Payroll-management-services./826A57Z4VH>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/826A57Z4VH>

GO Reference: GO-202271-PRO-20535108

VI.4) Procedures for review

VI.4.1) Review body

Victoria and Albert Museum

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Kensington

SW7 2RL

Telephone

+44 2079422229

Country

United Kingdom