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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](mailto: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

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## 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

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## **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

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## **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

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**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

Cromwell Road

Kensington

SW7 2RL

Telephone

+44 2079422229

Country

United Kingdom