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Planning

## **Part Managed Payroll Services and System 2025-2030**

Avon Fire and Rescue Service

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-018707

Procurement identifier (OCID): ocds-h6vhtk-0470a9

Published 18 June 2024, 10:49am

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

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

Avon Fire and Rescue Service

Portishead

BS20 8JJ

#### **Contact**

Harrison Rex

#### **Email**

[Harrison.rex@avonfire.gov.uk](mailto:Harrison.rex@avonfire.gov.uk)

#### **Telephone**

+44 7484083748

#### **Country**

United Kingdom

**NUTS code**

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

**Internet address(es)**

Main address

<https://www.avonfire.gov.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

Part Managed Payroll Services and System 2025-2030

Reference number

AFRS05-2024-10

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

- 79631000 - Personnel and payroll services

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

Services

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

The successful provider will need to support the Service with a part-managed payroll provision, including a suitable user-friendly payroll system which will be fully supported by the provider in terms of system maintenance, training and continuous updates. This will also need to support online expenses with a number of complexities around allowances and rates of payment and user access to online payslips and account maintenance. They will need to liaise and work closely with our pension administrators for both LGPS and Firefighter pensions and the provider of our financial services and finance ledger which is currently hosted by our Local Authority partner.

#### **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

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Portishead

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

Avon Fire and Rescue Service is a mid-size Fire Rescue Service with over 800 employees, including Wholetime and On-Call Firefighters, Corporate Staff across the Service and the Leadership Board and Fire Authority Members all of whom are paid through the central AFRS payroll. Currently our payroll service is provided by a Local Authority partner, however, the Service are looking to outsource this to a specialist payroll provider in order to maximise efficiencies and future proof our payroll provision. The successful provider will need to support the Service with a part-managed payroll provision, including a suitable user-friendly payroll system which will be fully supported by the provider in terms of system maintenance, training and continuous updates. This will also need to support online expenses with a number of complexities around allowances and rates of payment and user access to online payslips and account maintenance. They will need to liaise and work closely with our pension administrators for both LGPS and Firefighter pensions and the provider of our financial services and finance ledger which is currently hosted by our Local Authority partner. The Service are looking to award a contract for 3 + 1 + 1 years dependent on responses received, however, this is an opportunity to build an ongoing relationship with whomever is successful. We anticipate that the tender will go live on July 1st and be out to market for 1 month/5 weeks.

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

18 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

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## **Section VI. Complementary information**

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

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