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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

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

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

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

Section VI. Complementary information

VI.3) Additional information

Avon Fire and Rescue Service is a mid-size FRS 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.