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Tender

PP-10106 Diocese Of Chichester Academy Trust HR and Payroll

Diocese of Chichester Academy Trust

F02: Contract notice

Notice identifier: 2024/S 000-018778

Procurement identifier (OCID): ocids-h6vhtk-0470d8

Published 18 June 2024, 3:21pm

Section I: Contracting authority

I.1) Name and addresses

Diocese of Chichester Academy Trust

St. Catherine's College, Priory Road

Eastbourne

BN23 7BL

Contact

Irene Celis

Email

Irene.Celis@place-group.com

Telephone

+44 8452577050

Country

United Kingdom

NUTS code

UKJ22 - East Sussex CC

National registration number

09201845

Internet address(es)

Main address

<https://dcat.academy/>

Buyer's address

<https://in-tendhost.co.uk/placegroup.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/placegroup.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/placegroup.aspx/Home>

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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

PP-10106 Diocese Of Chichester Academy Trust HR and Payroll

Reference number

PP-10106

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

Diocese Of Chichester Academy Trust is a multi-academy trust comprised of 25 schools in Hampshire, East Sussex, West Sussex, Bournemouth and the Isle of Wight. It is envisaged that at least two more schools will join by April 2025, with several more to join during the duration of the contract. The Trust requires the provision of a fully managed Payroll Service and a fully integrated Human Resource Information System (HRIS). The HR records and payroll are managed locally at school level and overseen by the Trust Centre team – meaning the provider will be engaging with more than 25 different contact points across the schools. A draft specification has been provided at Attachment 1. Please note that this will be edited before its final version is provided at ITT stage and will be made available to the shortlisted suppliers for ITT stage. The Contract period will be for 3 years initially with the option to extend for two further one-year periods.

II.1.5) Estimated total value

Value excluding VAT: £660,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)
- UKJ27 - West Sussex (South West)
- UKJ22 - East Sussex CC
- UKJ3 - Hampshire and Isle of Wight
- UKK24 - Bournemouth, Christchurch and Poole
- UKJ2 - Surrey, East and West Sussex

II.2.4) Description of the procurement

The Trust requires the provision of a fully managed Payroll Service and a fully integrated Human Resource Information System (HRIS). The Trust are looking for a provider who is agile and competent to manage their growth with a healthy background of providing requirements to the education sector. The Trust are set across five different local authorities and have to meet the requirements of five different pension funds; therefore, it is expected for the new provider to have a breadth of understanding and experience in these areas. The Trust would like a partner who is energised to work with them and that this reflects in their day-to-day service with them. The HR records and payroll are managed locally at school level and overseen by the Trust Centre team – meaning the provider will be engaging with more than 25 different contact points across the schools. The Contract period will be for 3 years initially with the option to extend for two further one-year periods.

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: £660,000

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

Duration in months

60

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 8

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

As per the tendering documentation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

19 July 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom