

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018778-2024>

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](mailto: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