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Tender

Direct Payment Personal Assistant (PA) Payroll & Managed Bank Account (MBA) Service

Leeds City Council - PACS

F02: Contract notice

Notice identifier: 2024/S 000-019442

Procurement identifier (OCID): ocids-h6vhtk-04727e

Published 25 June 2024, 2:23pm

Section I: Contracting authority

I.1) Name and addresses

Leeds City Council - PACS

Civic Hall

Leeds

LS11UR

Contact

Mandi Kaushal

Email

Mandeep.Kaushal@leeds.gov.uk

Telephone

+44 1133781013

Country

United Kingdom

Region code

UKE42 - Leeds

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<http://www.leeds.gov.uk>

I.3) Communication

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

<https://uk.eu-supply.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://uk.eu-supply.com/>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Direct Payment Personal Assistant (PA) Payroll & Managed Bank Account (MBA) Service

Reference number

88185

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this contract is to set out the context for a PA Payroll & MBA Service which includes an enhanced payroll function, a basic payroll calculation only function and a managed bank account service.

The Provider will ensure that people have access to all these financial management aspects of their direct payment. The service will support the following specific groups of people:

Adults or Carer's receiving a Leeds Local Authority funded direct payment.

People with responsibility for a child/young person with Special Education Needs (SEN) and disabilities who receive a direct payment for the child's education, health, or social care needs.

Families of Children/Young People (CYP) with a personal budget

Adults and/or Children receiving an NHS ICB funded direct payment.

Specific groups of people include adults with learning disability; physical disability; mental health issues; substance misuse; older people; carer's; people with responsibility for a disabled child; and young people aged 16 and 17 years of age in transition from Children's to Adults services

II.1.5) Estimated total value

Value excluding VAT: £3,600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66110000 - Banking services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The service will operate 52 weeks of the year excluding bank holidays. The Provider will operate core opening hours Monday to Friday - between 9am-5pm - with flexibility to meet service user needs as required.

The Provider will focus on the principles of maximising and sustaining choice, involvement, and inclusion using quality person centred approaches that facilitate opportunities for recipients who are eligible for a personalised budget to live independent, meaningful, and fulfilled lives.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The contract will commence on the 1st April 2025 and expire on the 31st March 2028.
There are up to 60 months (5x 12 months) extensions available.

The annual value of the contract is £450,000

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

9 August 2024

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

English

IV.2.7) Conditions for opening of tenders

Date

10 August 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court Of Justice

London

Country

United Kingdom