

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/019442-2024>

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): ocds-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](mailto: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