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Tender

## **Direct Payment: PA Payroll and Managed Bank Account Service**

Leeds City Council

F02: Contract notice

Notice identifier: 2024/S 000-019925

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

Published 1 July 2024, 11:49am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Leeds City Council

Civic Hall, 3rd Floor West,

Leeds

LS1 1UR

#### **Contact**

Mandi Kaushal

#### **Email**

[mandeep.kaushal@leeds.gov.uk](mailto:mandeep.kaushal@leeds.gov.uk)

#### **Telephone**

+44 01133781013

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

171459162

**Internet address(es)**

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104105>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=82465&B=UK](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=82465&B=UK)

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/app/rfq/rwlentrance\\_s.asp?PID=82465&B=UK](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=82465&B=UK)

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

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Direct Payment: PA Payroll and Managed Bank Account 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 service will include an enhanced payroll function, a basic payroll calculation only function and a managed bank account service. The contract will ensure that people have access to all these financial management aspects of their direct payment. The service will work within the principles of strength based, person centred and outcome focused support to 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.

#### **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 include an enhanced payroll function, a basic payroll calculation only function and a managed bank account service. The contract will ensure that people have access to all these financial management aspects of their direct payment. The service will work within the principles of strength based, person centred and outcome focused support to 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.

### **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.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-019442](#)

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

Date

9 August 2024

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

9 August 2024

Local time

12:00pm

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## **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**

High Court of Justice

London

Country

United Kingdom