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Tender

## **Diocese of Coventry MAT - Provision of HR System & Payroll Service**

Diocese of Coventry

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-020166

Procurement identifier (OCID): ocds-h6vhtk-0663a0

Published 6 March 2026, 7:31am

### **Scope**

### **Reference**

DCMAT01.02

### **Description**

The Trust is seeking a Contractor to deliver a service that will manage all aspects of payroll and pension administration, provide a centralised, efficient and compliant HR system, pension administration and pension (TPS/LGPS, AVC providers) returns, reporting and meet all end of year and EOYC requirements. The Contractor will provide a flexible service, staffed with suitably experienced personnel and have adequate resource in place to fulfil service requirements

### **Total value (estimated)**

- £300,000 excluding VAT

- £360,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 13 May 2026 to 30 September 2029
- Possible extension to 30 September 2031
- 5 years, 4 months, 19 days

Description of possible extension:

(3.5+1+1) 42 months in total

### **Main procurement category**

Services

### **CPV classifications**

- 79631000 - Personnel and payroll services
- 48450000 - Time accounting or human resources software package
- 79211110 - Payroll management services

### **Contract locations**

- UKG33 - Coventry
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## Participation

### Legal and financial capacity conditions of participation

Financial Capacity Assessment: Bidders must demonstrate that their financial position is sufficiently robust to support both the implementation and ongoing delivery of the Finance System. Bidders must provide their audited financial statements for the previous two financial years. Where audited accounts are not available, bidders should provide certified accounts or equivalent financial information. Bidders should disclose any known events that may materially impact their financial position during the contract term (for example, planned sale, refinancing, or restructuring). Minimum Turnover Requirement The bidder's annual turnover must be at least two times the estimated annual contract value. Net Asset Position Bidders must demonstrate a positive net asset position in their most recent financial statements Liquidity and Access to Financial Resources Bidders must demonstrate access to adequate financial resources to support ongoing business operations and contractual commitments. Revenue Model Stability Bidders must describe their revenue model, including the proportion of income that is recurring, contractually committed, or otherwise predictable. The Trust will assess the economic and financial standing of bidders to ensure that the successful supplier has the financial capacity and resilience required to deliver the contract for its full duration. The Trust is seeking a financially resilient supplier capable of sustaining long-term service delivery. The assessment is designed to ensure resilience rather than favour organisations of a particular size. The assessment will be conducted in accordance with the principles of proportionality, transparency, and equal treatment. Insurance requirements - can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below

- Employer's (Compulsory) Liability Insurance\* = £5m
- Public Liability Insurance = £5m
- Professional Indemnity Insurance = £1m
- Product Liability Insurance = £1m
- Cyber and Data Protection Insurance = £1m

### Technical ability conditions of participation

Relevant experience and contract examples Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work). The examples must be from the past three years. To constitute a pass, the minimum of two contract examples provided shall be relevant to the complexity of the requirement from the education sector, with a sufficient level of detail that provides confidence in the Tenderer's established past

experience in similar and relevant projects/contracts. Organisational Standards Please provide details of the organisational standards and certifications your organisation holds that are relevant to the delivery of this contract, including (but not limited to) Quality Management and Information Security standards such as ISO 9001 and ISO 27001, or equivalent internationally recognised certifications. You must confirm that the scope of these certifications explicitly covers the services proposed within this procurement. Where equivalent standards are offered, please explain how they meet or exceed the requirements of the specified ISO standards. Bidders must submit the following evidence:

- Copies of current certification issued by an accredited certification body.
- A copy of the certification scope statement demonstrating that the services being procured fall within the accredited scope.
- Confirmation of certification validity dates.
- Details of any non-conformities identified during the most recent audit and the corrective actions taken.

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

9 April 2026, 12:00pm

### **Tender submission deadline**

9 April 2026, 12:00pm

### **Submission address and any special instructions**

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=102970&TID100108177&B=](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=102970&TID100108177&B=)

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

12 May 2026

**Recurring procurement**

Publication date of next tender notice (estimated): 1 January 2032

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Technical Requirements	Quality	35.0%
Price	Price	35.0%
Implementation & Transition Delivery	Quality	5.0%
Quality of People & Support Team	Quality	5.0%
Quality of Managed Payroll Service Provision	Quality	5.0%
Customer Retention & Client Success	Quality	5.0%
Contract Management & Strategic Partnership	Quality	3.0%
Service Performance Monitoring & Continuous Improvement	Quality	3.0%

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<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Service Support Model & Responsiveness	Quality	2.0%
Innovation, Product Roadmap & Future Fit	Quality	1.0%
Complaint Resolution & Escalation	Quality	1.0%

## Other information

### Payment terms

The Trust requires the following payment profile: Implementation Costs i. 33.3% invoiced up to completion of the build ii. 33.3% following completion of testing iii.33.3% following go live plus 1 month All Inclusive Cost 1st Month Invoice in Arrears following the end of the month after Go Live. Commissionable Items Charged post Go Live in arrears, separately itemised in the All-Inclusive Cost Monthly Invoice

### Description of risks to contract performance

1. Data Accuracy & Input Risk: Inconsistent or late inputs from academies can cause payroll errors. 2. Integration & Systems Compatibility Risks: Unclear or evolving integration requirements may disrupt operations. 3. Implementation & Transition Risks: Complex migrations, legacy data, and tight timelines can cause failures. 4. Compliance & Legislative Risk: High risk of non-compliance with LGPS, TPS, HMRC, and sector requirements. 5. Governance & Approval/Chain Risk: Multi-level approvals may delay payroll runs. 6. Service Reliability & Business Continuity: Outages or poor resilience may cause missed pay dates. 7. Vendor Performance, Capacity & Resourcing Risks: Under-resourcing can slow turnaround and increase errors. 8. Query Management & Support Risk: Insufficient helpdesk responsiveness impacts accuracy and staff satisfaction. 9. Contractual & Liability Risks: Liability caps may be insufficient for high-impact payroll errors. 10. Scalability & Expansion Risks: Onboarding new schools can be delayed or inaccurate. 11. Cultural, Process & Change Management Risk: Low adoption and inconsistent processes increase error likelihood. 12. Trust Control & Visibility Risk: Reduced visibility or audit access undermines governance.

## **Applicable trade agreements**

- Government Procurement Agreement (GPA)

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Justification for not publishing a preliminary market engagement notice**

The requirements are not complex or niche and the Contracting Authority already has an understanding of what they want the service to deliver and the market is known.

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## **Contracting authority**

### **Diocese of Coventry**

- Public Procurement Organisation Number: PBJV-7557-VVPT

St James' CofE Academy, Barbridge Road

Bulkington, Bedworth

CV12 9PF

United Kingdom

Contact name: Debs Bacon

Email: [Deb.Bacon@covmat.org](mailto:Deb.Bacon@covmat.org)

Region: UKG13 - Warwickshire

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### **PHP Law LLP**

Summary of their role in this procurement: Procurement Process Support

- Public Procurement Organisation Number: PPRM-9434-VNYQ

Unit 3 The Brutus Centre Station Road Totnes

Totnes

TQ9 5RW

United Kingdom

Contact name: Paul Hodgson

Telephone: +44 01234567890

Email: [paul.hodgson@phplaw.co.uk](mailto:paul.hodgson@phplaw.co.uk)

Region: UKK43 - Devon CC

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## Contact organisation

Contact [PHP Law LLP](#) for any enquiries.