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Tender

The Howard Academy Trust - Payroll and HR Administration System Provision

The Howard Academy Trust

F02: Contract notice

Notice identifier: 2022/S 000-020511

Procurement identifier (OCID): ocids-h6vhtk-03569b

Published 27 July 2022, 3:43pm

Section I: Contracting authority

I.1) Name and addresses

The Howard Academy Trust

Waterfront UTC, South Side Three Road

Chatham

ME4 4FQ

Contact

Ben Jones

Email

tenders@minervapcs.com

Telephone

+44 1256467107

Country

United Kingdom

NUTS code

UKJ41 - Medway

Internet address(es)

Main address

<https://www.thatrust.org.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/minervapcs.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/minervapcs.aspx/Home>

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

I.4) Type of the contracting authority

Other type

Education institute

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Howard Academy Trust - Payroll and HR Administration System Provision

Reference number

MPN-10227

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Howard Academy Trust is currently out to tender for the provision of a Payroll and HR Administration System. IMPORTANT - the Trust has in-house finance and HR personnel who run the payroll and HR administration services via the Trust Central Team. Bidders should be clear that the Trust is not looking for the provision of payroll or HR admin service but purely a system/software to facilitate the processing of the work. Full details of the system functionality and supporting services the Trust requires are available via the Statement of Requirements which is part of the tender documentation. The deadline for SQ submissions via the In-Tend system is 17.00 on 26th August 2022

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79631000 - Personnel and payroll services

- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

Main site or place of performance

Waterfront UTC, South Side Three Road, Chatham, Kent, ME4 4FQ

II.2.4) Description of the procurement

The Howard Academy Trust is currently out to tender for the provision of a Payroll and HR Administration System. The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 10 January 2023 for the 'implementation phase' and 1 April 2023 for the 'operational services' phase. TUPE is not expected to apply and bidders are reminded that as per the earlier description the Trust is looking for a system/software and not provision of actual payroll and HR administration services which are undertaken by their in-house team.

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: £200,000

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 number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Objective criteria is detailed in the tender document. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The contract will be awarded for an initial period of three years with two possible extensions of 12 months meaning a maximum contract length of five years.

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

The duration detailed above includes the initial term of three years as well as the two optional contract extension periods of 12 months each.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

26 August 2022

Local time

5:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

15 September 2022

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: Yes

Estimated timing for further notices to be published: Further notices will be published in 2025, 2026 or 2027 dependent on the exercising of contract extension options.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Howard Academy Trust will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)

VI.4.4) Service from which information about the review procedure may be obtained

High Court

Strand

London

WC2A 2LL

Country

United Kingdom