

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/020670-2024>

Tender

## **Part Managed Payroll Service and System**

Avon Fire and Rescue Service

F02: Contract notice

Notice identifier: 2024/S 000-020670

Procurement identifier (OCID): ocids-h6vhtk-0470a9

Published 5 July 2024, 4:20pm

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

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

Avon Fire and Rescue Service

BS20 8JJ

Portishead

BS20 8JJ

#### **Email**

[harrison.rex@avonfire.gov.uk](mailto:harrison.rex@avonfire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

#### **Internet address(es)**

Main address

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

### **I.3) Communication**

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

<https://sell2.in-tend.co.uk/blpd/home>

Additional information can be obtained from the above-mentioned address

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**

Public order and safety

---

## **Section II: Object**

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

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

Part Managed Payroll Service and System

Reference number

AFRS05-2024-10

#### **II.1.2) Main CPV code**

- 79211110 - Payroll management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Avon Fire Authority has identified a need for the provision of payroll services and a system to Avon Fire and Rescue Services, for a period of three years, with the option to extend for a further two years, from 1st April 2025. The successful contractor must provide an appropriate payroll and expenses system, as well as the associated services to ensure all employees are paid accurately and on time. The contractors payroll system must be capable of providing the financial payroll data in a format that can be securely uploaded to AFRS Financial System.

#### **II.1.5) Estimated total value**

Value excluding VAT: £500,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

#### **II.2.3) Place of performance**

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

#### **II.2.4) Description of the procurement**

Avon Fire Authority has identified a need for the provision of payroll services and a system to Avon Fire and Rescue Services, for a period of three years, with the option to extend for a further two years, from 1st April 2025. The successful contractor must provide an appropriate payroll and expenses system, as well as the associated services to ensure all employees are paid accurately and on time. The contractors payroll system must be capable of providing the financial payroll data in a format that can be securely uploaded to AF&RS Financial System.

#### **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: £500,000

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

Duration in months

36

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

---

### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

AF&RS' Mid-Tier Core Terms and Conditions Appendix A will form the basis of the agreement. By submitting a Tender, the Bidders are agreeing to be bound by the terms of this ITT without further negotiation or amendment. The supplier must be able to meet all the requirements within the specification.

---

### **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: Yes

## **IV.2) Administrative information**

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

Notice number: [2024/S 000-018707](#)

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

Date

5 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

5 August 2024

Local time

12:00pm

Place

InTend Portal

---

## **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**

Avon Fire and Rescue Service

Portishead

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The procurement will be reviewed throughout the duration of the contract.