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Tender

## **SOL - Direct Payments, Payroll Administration and Managed Account Services 2025**

Solihull Metropolitan Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-020929

Procurement identifier (OCID): ocids-h6vhtk-047bf1

Published 9 July 2024, 2:36pm

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

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

Solihull Metropolitan Borough Council

Council House, Manor Square

Solihull

B91 3QB

#### **Contact**

Corporate Procurement Service

#### **Email**

[procteam@solihull.gov.uk](mailto:procteam@solihull.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKG32 - Solihull

**Internet address(es)**

Main address

<http://www.solihull.gov.uk>

Buyer's address

<http://www.csw-jets.co.uk>

**I.3) Communication**

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

<http://www.csw-jets.co.uk/>

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**

General public services

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## **Section II: Object**

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

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

SOL - Direct Payments, Payroll Administration and Managed Account Services 2025

Reference number

SOL - 19090

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

- 98000000 - Other community, social and personal services

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

Services

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

Solihull MBC are looking for a supplier to provide a Direct Payment Payroll and Managed Accounts service provides a range of different level interventions, according to need, for people in Solihull. The Provider will deliver: A Payroll and Managed Account Service to all people using the services including carers who need assistance to manage their Direct Payment arrangements. Provide person centred help and support tailored to meet the individual person's assessed care needs and all their other responsibilities through managing the Direct Payment on behalf of and together with the people using the service. This will be a cost and volume contract. • Managed Accounts Basic – (where invoices are paid but there is no payroll service required) • Calculation of four-weekly pay and pay-related liabilities only including production of payslip (e.g. HMRC and pension auto-enrolment administration) • Payroll and Managed Accounts Service – (where invoices are paid and in addition a payroll

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

Value excluding VAT: £1,782,387

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

This contract is divided into lots: No

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

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

NUTS codes

- UKG32 - Solihull

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

Direct payments account management and payroll services

### **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 2034

This contract is subject to renewal

Yes

Description of renewals

Recurrent contract

### **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 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

n/a

#### **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

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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: Yes

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

#### **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

Solihull

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Solihull MBC

Solihull

Country

United Kingdom

Internet address

<http://solihull.gov.uk>