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Tender

HR Administration and Payroll Services to Non Cheque Book Maintained Schools

Westmorland and Furness Council

F02: Contract notice

Notice identifier: 2025/S 000-021488

Procurement identifier (OCID): ocds-h6vhtk-0513b4

Published 14 May 2025, 5:37pm

Section I: Contracting authority

I.1) Name and addresses

Westmorland and Furness Council

South Lakeland House, Lowther Street

Kendal

LA9 4DQ

Contact

Mrs Alison Henderson

Email

alison.henderson@westmorlandandfurness.gov.uk

Country

United Kingdom

Region code

UKD1 - Cumbria

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR Administration and Payroll Services to Non Cheque Book Maintained Schools

Reference number

DN773953

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council plans to establish a framework of suppliers who can offer a timely and cost-effective Payroll and HR Administration Service to Non-Cheque Book Maintained Schools in Westmorland and Furness Area.

There are currently 76 Non-Cheque Book Maintained Schools who may initially plan to use the framework.

Please note that the top 3 ranked tenderers will be awarded a place on the framework; however, tenderers that score less than 325 points on the quality marks will be disqualified and rejected.

There will be further competitions conducted under the framework and these will be awarded on price alone.

Further details of the Framework are included in the Invitation to Tender documents available via The Chest: <https://procontract.due-north.com>

All clarifications regarding the tender documents must be directed via the messages area of the project dashboard. If you have any queries regarding using The Chest please use the supplier support available from the home page.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD1 - Cumbria

II.2.4) Description of the procurement

The Council plans to establish a framework of suppliers who can offer a timely and cost-effective Payroll and HR Administration Service to Non-Cheque Book Maintained Schools in Westmorland and Furness Area.

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II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 65

Price - Weighting: 35

II.2.6) Estimated value

Value excluding VAT: £600,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Renewal possible at the end of this 48 month framework contract period.

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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

9 June 2025

Local time

10:00am

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 June 2025

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court of England

Strand

London

WC2 ALL

Country

United Kingdom