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Tender

## **HR and Payroll Software**

Notre Dame High School

F02: Contract notice

Notice identifier: 2024/S 000-023433

Procurement identifier (OCID): ocds-h6vhtk-04850f

Published 26 July 2024, 2:32pm

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

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

Notre Dame High School

Fulwood Road,

Sheffield

S10 3BT

#### **Email**

[hhazleton@notredame-high.co.uk](mailto:hhazleton@notredame-high.co.uk)

#### **Telephone**

+44 1142302536

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.notredame-high.co.uk>

Buyer's address

<http://www.notredame-high.co.uk>

**I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

Notre Dame High School

Fulwood Road,

Sheffield

S10 3BT

**Email**

[hhazleton@notredame-high.co.uk](mailto:hhazleton@notredame-high.co.uk)

**Telephone**

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Buyer's address

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Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

HR and Payroll Software

Reference number

CA14431 -

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

- 79631000 - Personnel and payroll services

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

Services

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

This Invitation to Tender (ITT) is for the provision of human resources and payroll software for St Clare Catholic Multi Academy Trust.

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

This contract is divided into lots: No

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

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

- 79414000 - Human resources management consultancy services

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

NUTS codes

- UKE3 - South Yorkshire

Main site or place of performance

South Yorkshire

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

This Invitation to Tender (ITT) is for the provision of human resources and payroll software for St Clare Catholic Multi Academy Trust.

The proposed contract will be for an initial 3-year period subject to satisfactory performance, covering the following academic and financial years:

- 2024/25
- 2025/26
- 2026/27

The contract may be further extended by an additional two years in one-year increments subject to satisfactory performance and mutual consent. The contract will be retendered at the end of the fourth or fifth year, if extended, otherwise it will be retendered by the end of the third year.

All tenders must be able to demonstrate a detailed understanding of human resources and payroll management and legal and statutory compliance.

#### **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**

Duration in months

60

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: Yes

Description of options

60 month(s) from the commencement date, with 36 initial month(s) and option to extend 2x12 month(s)

#### **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.1.2) 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

22 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

22 August 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Notre Dame High School

St Clare Catholic Multi Academy Trust

Sheffield

S9 3WU

Email

[tender@stclarecmat.org.uk](mailto:tender@stclarecmat.org.uk)

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+44 1142302536

Country

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