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Contract

## **The Priory Learning Trust - Payroll, HR Administration and Associated Services**

The Priory Learning Trust

F03: Contract award notice

Notice identifier: 2022/S 000-023454

Procurement identifier (OCID): ocids-h6vhtk-031126

Published 23 August 2022, 12:39pm

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

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

The Priory Learning Trust

Queensway

Weston Super Mare

BS22 6BP

#### **Contact**

Ben Jones

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

#### **Country**

United Kingdom

**NUTS code**

UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

**Internet address(es)**

Main address

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

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

Other type

Educational institute

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

The Priory Learning Trust - Payroll, HR Administration and Associated Services

Reference number

MPN-10199

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

- 79631000 - Personnel and payroll services

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

Services

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

The Priory Learning Trust is currently out to tender for the provision of payroll, HR admin and associated services. The Trust requires a supplier to undertake the payroll, HR Admin and associated services in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of their staff. Complete information regarding the service requirement for the Trust can be found in the Statement of Requirements which is part of the tender pack. The suppliers will be responsible for the provision of skilled payroll and HR administration personnel to provide an efficient, timely and proactive payroll, HR Admin and associated services provision. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff. Please note that the tender is split into two Lots (one for payroll services and one for HR Administration Services) in order to maximise the number and quality of bids received.

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

This contract is divided into lots: Yes

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £499,771

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

#### **II.2.1) Title**

## The Priory Learning Trust - Payroll and Associated Services

Lot No

1

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

- 79211110 - Payroll management services

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

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Main site or place of performance

Queensway, Weston Super Mare, North Somerset, BS22 6BP

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

The Priory Learning Trust is currently out to tender for the provision of payroll and associated services. The Trust requires a supplier to undertake the payroll and associated services in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of their staff. Complete information regarding the service requirement for the Trust can be found in the Statement of Requirements which is part of the tender pack. The supplier will be responsible for the provision of skilled payroll personnel to provide an efficient, timely and proactive payroll and associated services provision. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff.

### **II.2.5) Award criteria**

Quality criterion - Name: All criteria are stated only in the procurement documents /  
Weighting: 70

Price - Weighting: 30

### **II.2.11) Information about options**

Options: Yes

Description of options

The contract will be awarded for an initial period of three years with three possible extensions of 12 months meaning a maximum contract length of six 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 three optional contract extension periods of 12 months each.

## **II.2) Description**

### **II.2.1) Title**

HR Administration and Associated Services

Lot No

2

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Main site or place of performance

Quuensway, Weston Super Mare, North Somerser, BS22 6BP

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

The Priory Learning Trust is currently out to tender for the provision of HR administration and associated services. The Trust requires a supplier to undertake the HR Administration and associated services in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of their staff. Complete information regarding the service requirement for the Trust can be found in the Statement of Requirements which is part of the tender pack. The supplier will be responsible for the provision of skilled HR Administration personnel to provide an efficient, timely and proactive HR

Administration and associated services provision. In addition, they will be required to provide day to day support to the Trust's Central HR and Finance staff.

#### **II.2.5) Award criteria**

Quality criterion - Name: All criteria are stated only in the procurement documents /  
Weighting: 70

Price - Weighting: 30

#### **II.2.11) Information about options**

Options: Yes

Description of options

The contract will be awarded for an initial period of three years with three possible extensions of 12 months meaning a maximum contract length of six 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 three optional contract extension periods of 12 months each.

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

Notice number: [2022/S 000-002700](#)

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## **Section V. Award of contract**

### **Contract No**

The Priory Learning Trust

### **Lot No**

1

### **Title**

Lot 1 - Payroll and Associated Services

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

5 August 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Neo People Management Ltd

Hall Drine, Church Lane

Lelant

TR26 3DZ

Country

United Kingdom

NUTS code

- UKK30 - Cornwall and Isles of Scilly

Internet address

[www.neopeople.net](http://www.neopeople.net)

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £265,000

Total value of the contract/lot: £233,573



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## **Section V. Award of contract**

### **Contract No**

The Priory Learning Trust

### **Lot No**

2

### **Title**

Lot 2 - HR Administration and Associated Services

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

5 August 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Neo People Management Ltd

Hall Drine, Church Lane

Lelant

TR26 3DZ

Country

United Kingdom

NUTS code

- UKK30 - Cornwall and Isles of Scilly

Internet address

[www.neopeople.net](http://www.neopeople.net)

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £245,000

Total value of the contract/lot: £266,198

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## **Section VI. Complementary information**

### **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 Priory Learning Trust incorporated a standstill period at the point information on the award of the contract was communicated to tenderers. That notification provided full information on the award decision. The standstill period, which was for a minimum of 10 calendar days, provided time for unsuccessful tenderers to challenge the award decision before the contract was 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).