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Tender

## **Provision of Payroll Services for City of London Academies Trust**

City of London Academies Trust c/o Select Consultancy

F02: Contract notice

Notice identifier: 2022/S 000-024109

Procurement identifier (OCID): ocids-h6vhtk-0363e4

Published 30 August 2022, 10:12am

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

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

City of London Academies Trust c/o Select Consultancy

Guildhall North Wing, PO Box 270

London

EC2P 2EJ

#### **Contact**

Gail Heath

#### **Email**

[info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

#### **Telephone**

+44 7948553422

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.cola.org.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43143](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43143)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[https://www.dropbox.com/sh/3r0g73dfs6jd58n/AAB9b-\\_tNF6YP-30sDfY1uMja?dl=0](https://www.dropbox.com/sh/3r0g73dfs6jd58n/AAB9b-_tNF6YP-30sDfY1uMja?dl=0)

Additional information can be obtained from another address:

Select Consultancy

Verwood

BH31 7PN

**Contact**

Gail Heath

**Email**

[info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

**Telephone**

+44 1275871798

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.selectcateringconsultancy.co.uk>

Tenders or requests to participate must be submitted to the following address:

Select Consultancy

Verwood

BH31 7PN

**Contact**

Gail Heath

**Email**

[info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

**Telephone**

+44 1275871798

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

<https://www.selectcateringconsultancy.co.uk>

## **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**

Provision of Payroll Services for City of London Academies Trust

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

- 79631000 - Personnel and payroll services

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

Services

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

The City of London Academies Trust (COLAT or the Trust) is a multi-academy Trust comprising 10 schools (primary, secondary and Sixth Form). COLAT draws upon the best traditions, institution, heritage and historical success of the City Corporation and London.

In the past six years, COLAT has changed significantly by growing to 10 Academies and as such the requirements of the services have evolved, and now the Trust is moving to re-tender the contract to meet new demands.

Each school is responsible for managing their workforce and checking payroll data, with top-level oversight coming from the Trust. COLAT Senior Leadership remain responsible for the appointment and line management of the most high-level appointments within the schools, however responsibility for all others is delegated to the school's

Principal/Headteacher. COLAT schools are based within varying London Boroughs which means that the support staff workforce is enrolled in various pension schemes with differing local authorities. A provider who can understand these nuanced differences and ensure that the service is flexible yet remaining consistent, will be paramount to the success of the contract.

Over the past six years, COLAT has worked to centralise and standardise key business practices across the organisation. Amongst current frustrations is the lack of easily accessible and interrogable workforce data and a lack of interoperability between the HR/Payroll service and other core systems such as the school MIS, or financial management software. Although not a firm requirement, it would be beneficial if the new service could offer such functionality.

In 2018 COLAT appointed a substantive Director of Human Resources, who has taken over the strategic oversight of Human Resources across the Trust. Therefore, the main deliverable required from an outsourced provider of HR has shifted from strategic to transactional. COLAT now requires the consistent and reliable processing of standard HR administration to free up staff time to focus on other tasks.

The contract is scheduled to commence at the beginning of July 2023, with mobilisation from January 2023, and to include trial runs from March 2023. The contract will be for an initial 3 years, with a +1yr, + 1yr extension clause, at COLAT's discretion (3+1+1).

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

This contract is divided into lots: No

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

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UKI - London

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

Select Catering Consultancy are assisting City of London Academies in the procurement of the Payroll Services for the Trust.

Interested bidders should complete the Selection Questionnaire document which is

available to download via the link on the [MyTenders.co.uk](http://MyTenders.co.uk) website or by emailing [info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

#### **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

36

This contract is subject to renewal

Yes

Description of renewals

On a +1yr, +1yr basis

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 6

#### **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

#### **II.2.14) Additional information**

For further information, please email Gail Heath at [info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

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

Date

30 September 2022

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

17 October 2022

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

For further information, please contact Gail Heath at  
[info@selectcateringconsultancy.co.uk](mailto:info@selectcateringconsultancy.co.uk)

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<https://www.mytenders.co.uk/>

(MT Ref:227190)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>