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Tender

# **PAYROLL AND PENSION ADMINISTRATION AND ACCESS TO A HUMAN RESOURCES MANAGEMENT SYSTEM**

West Lancashire Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-025679

Procurement identifier (OCID): ocids-h6vhtk-03f8a1

Published 31 August 2023, 6:08pm

## **Section I: Contracting authority**

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

West Lancashire Borough Council

52 Derby Street

Ormskirk

L39 2DF

#### **Contact**

Ms Catherine Kirwan

#### **Email**

[catherine.kirwan@westlancs.gov.uk](mailto:catherine.kirwan@westlancs.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKD47 - Chorley and West Lancashire

**Internet address(es)**

Main address

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

Buyer's address

<http://www.westlancs.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/Advert/Index?advertId=2e0d81f1-0f48-ee11-8124-005056b64545>

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/Advert/Index?advertId=2e0d81f1-0f48-ee11-8124-005056b64545>

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

Regional or local authority

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

PAYROLL AND PENSION ADMINISTRATION AND ACCESS TO A HUMAN RESOURCES MANAGEMENT SYSTEM

Reference number

DN687697

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

- 79414000 - Human resources management consultancy services

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

Services

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

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKD47 - Chorley and West Lancashire

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

The Authority is seeking to explore the options available to them to outsource the provision of Payroll and Pension Administration Services. As part of this exercise, we will be keen to have access to a well-developed integrated Human Resources Management System. The System will enable employees and managers to self-serve creating efficiency and capacity whilst also having the ability to produce management information and install establishment controls.

#### **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

84

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: 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 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: No

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

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

Date

28 September 2023

Local time

4:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

28 September 2023

Local time

4:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

West Lancashire Borough Council

Ormskirk

Country

United Kingdom