

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/026755-2022>

Tender

Outsourced payroll bureau and software

Keystone Knowledge

F02: Contract notice

Notice identifier: 2022/S 000-026755

Procurement identifier (OCID): ocds-h6vhtk-036b29

Published 23 September 2022, 4:17pm

The closing date and time has been changed to:

4 November 2022, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Keystone Knowledge

9 Nightingale Way

Etwall

DE65 6RT

Email

procurement@keystoneknowledge.com

Telephone

+44 7591672393

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.keystoneknowledge.com>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42866

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://bit.ly/ForwardTender>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://mytenders.co.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Outsourced payroll bureau and software

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

Payroll bureau services for the whole organisation, and provision of HR software to facilitate effective HR management.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Provision of a payroll bureau service to a Multi Academy Trust, and HR administration software

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

Potential for extension by 24 months.

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Demonstrable experience of payroll bureau provision, and knowledge of the education pension schemes, including Teachers Pension Scheme, and the Local Government Pension Scheme

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

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

Originally published as:

Date

31 October 2022

Local time

12:00pm

Changed to:

Date

4 November 2022

Local time

12:00pm

See the [change notice](#).

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

Tender must be valid until: 30 December 2022

IV.2.7) Conditions for opening of tenders

Date

2 November 2022

Local time

9:00am

Place

Online

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.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=227433.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:227433)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

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>