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Tender

EEAST - Payroll Services (24-T17)

East of England Ambulance Service NHS Trust

F02: Contract notice

Notice identifier: 2024/S 000-027309

Procurement identifier (OCID): ocds-h6vhtk-0495ba

Published 27 August 2024, 3:21pm

Section I: Contracting authority

I.1) Name and addresses

East of England Ambulance Service NHS Trust

Whiting Way

Melbourn

SG8 6EN

Contact

Emma Saunderson

Email

tenders@eastamb.nhs.uk

Country

United Kingdom

Region code

UKH12 - Cambridgeshire CC

Internet address(es)

Main address

<https://www.eastamb.nhs.uk/>

Buyer's address

<https://www.eastamb.nhs.uk/>

I.3) Communication

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

EEAST - Payroll Services (24-T17)

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of Managed Payroll Services

II.1.5) Estimated total value

Value excluding VAT: £4,000,000

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

II.2.3) Place of performance

NUTS codes

- UKH - East of England

II.2.4) Description of the procurement

The East of England Ambulance Service NHS Trust (“The Authority”) provides a 999-emergency service for people in need of urgent medical treatment and transport. Our dedicated and skilled staff work 365 day a year, 24 hours a day to make sure patients receive the best possible care.

The Authority is one of 10 independent NHS ambulance services that operates in the UK and covers the six counties which make up the East of England – Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

The Authority employs more than 5,000 staff and 1,000 volunteers to deal with 1,384,547 emergency calls every year. Staff and volunteers are trained and experienced in caring for patients in a variety of situations, ranging from life-threatening illness and injury to less serious situations such as falls in the home or patients with minor injuries.

The current payroll function which includes both pay and pension has been outsourced to the Queen Elizabeth Hospital Kings Lynn NHS Foundation Trust for over 10 years. The current contract comes to an end 31 March 2025.

The Authority requires a managed payroll and pension administration service contract. The Supplier will have to provide the service using the national NHS Electronic Staff records “ESR” which is managed by NHS Business Services Authority (NHSBSA) as part of the national contract.

The managed payroll service will entail on a continuing basis, the collection and processing of payroll information. This information will provide the basis for processing regular payrolls and accordingly initiate the payment of salaries and wages. The managed payroll service will adhere strictly and without unauthorised deviation to prescribed statutory and mandatory requirements including the application of terms and conditions of service and NHS Pension Scheme regulations.

Changes will take place in NHS service provision over the period of the Contract and the Contract needs to be flexible enough to accommodate these. The Supplier must be able to react to these changes.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £4,000,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

2 December 2024

End date

31 March 2030

This contract is subject to renewal

Yes

Description of renewals

The Contract duration will be five (5) years with the option to extend for five (5) further periods of up to twelve (12) 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.1.2) 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: Yes

IV.2) Administrative information

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

Date

30 September 2024

Local time

5:00pm

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

30 September 2024

Local time

5:00pm

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

East of England Ambulance Service NHS Trust

Lakeview House, Fraser Road

Bedford

MK44 3WH

Email

tenders@eastamb.nhs.uk

Country

United Kingdom

Internet address

<https://www.eastamb.nhs.uk/>