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Contract

## **HR & Payroll System**

INSTITUTE FOR APPRENTICESHIPS AND TECHNICAL EDUCATION

F03: Contract award notice

Notice identifier: 2023/S 000-027863

Procurement identifier (OCID): ocds-h6vhtk-04028a

Published 21 September 2023, 10:43am

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

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

INSTITUTE FOR APPRENTICESHIPS AND TECHNICAL EDUCATION

Sanctuary Buildings, 20 Great Smith Street

LONDON

SW1P 3BT

#### **Contact**

Gillian Obasiagbon

#### **Email**

[gillian.obasiagbon@education.gov.uk](mailto:gillian.obasiagbon@education.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.instituteforapprenticeships.org>

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

Ministry or any other national or federal authority

**I.5) Main activity**

Education

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**Section II: Object**

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

**II.1.1) Title**

HR & Payroll System

Reference number

DN685519

**II.1.2) Main CPV code**

- 48450000 - Time accounting or human resources software package

**II.1.3) Type of contract**

Supplies

**II.1.4) Short description**

IfATE has procured a HR & Payroll System to deliver a functional HR, Payroll and Expense system to the department whilst providing staff and key stakeholders up to date

data and information.

The system will perform the following functions but not limited to:

- Accurate pay calculations,
- Provision of real time information to HMRC,
- Employee information and pension contributions to MyCSP,
- Provision of information for accounting, audit and the ARA,
- Provision of employee and pay data,
- Diversity monitoring, and social mobility data
- Paying expenses
- Monitoring sick absence and managing sick pay,
- Monitoring maternity, adoption, paternity leave and shared parental leave,
- Managing annual leave,
- Performance management
- Access to myLifestyle benefits
- Stores staff data securely, in line with GDPR, and in the UK.

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

This contract is divided into lots: No

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

Value excluding VAT: £119,204.78

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

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The Services will be delivered to

Sanctuary Buildings, 20 Great Smith

Street, London, SW1P 3BT and

Level 2, Cheylesmore House, 5

Quinton Road, Coventry, CV1 2WT.

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

The Services to be provided by the Supplier

are listed below:

? HR and Payroll Software

? Managed Payroll Service

? Pensions Admin Support

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

Price

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

Options: Yes

Description of options

The Call-Off Contract under the G-Cloud 13 Framework Agreement (RM1557.13) can be extended by the Buyer for one period of up to 12 months, by giving the Supplier 3 months written notice

before its expiry.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Procurement was deliver via the Crown Commercial Service Framework, RM 1557.13 Lot 2: Cloud software

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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

### **Contract No**

DN665909

### **Lot No**

2

### **Title**

Cloud software

A contract/lot is awarded: Yes

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

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

13 September 2023

**V.2.2) Information about tenders**

Number of tenders received: 1

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

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

MHR INTERNATIONAL UK LIMITED

Peterbridge House, The Lakes Northamptonshire

Northamptonshire

NN4 7HB

Country

United Kingdom

NUTS code

- UK - United Kingdom

Justification for not providing organisation identifier

Not on any register

The contractor is an SME

No

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

Initial estimated total value of the contract/lot: £119,204.78

Total value of the contract/lot: £119,204.78

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## Section VI. Complementary information

### VI.4) Procedures for review

#### VI.4.1) Review body

INSTITUTE FOR APPRENTICESHIP AND TECHNICAL EDUCATION

Westminster

N16 0PX

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[gillian.obasiagbon@education.gov.uk](mailto:gillian.obasiagbon@education.gov.uk)

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