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Tender

## **L.E.A.D. Academy Trust Invitation to Tender for a Managed Payroll Service**

LEAD Academy Trust

F02: Contract notice

Notice identifier: 2022/S 000-028939

Procurement identifier (OCID): ocids-h6vhtk-0375aa

Published 14 October 2022, 10:03am

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

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

LEAD Academy Trust

5a Ropewalk

Nottingham

NG1 5DU

#### **Email**

[eve.ramsay@tenetservices.com](mailto:eve.ramsay@tenetservices.com)

#### **Telephone**

+44 7703496216

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.leadacademytrust.co.uk>

Buyer's address

<http://www.leadacademytrust.co.uk>

**I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

LEAD Academy Trust

5a Ropewalk

Nottingham

NG1 5DU

**Email**

[eve.ramsay@tenetservices.com](mailto:eve.ramsay@tenetservices.com)

**Telephone**

+44 7703496216

**Country**

United Kingdom

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**Internet address(es)**

Main address

<http://www.leadacademytrust.co.uk>

Buyer's address

<http://www.leadacademytrust.co.uk>

Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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

**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**

L.E.A.D. Academy Trust Invitation to Tender for a Managed Payroll Service

Reference number

CA11238 -

**II.1.2) Main CPV code**

- 79211110 - Payroll management services

**II.1.3) Type of contract**

Services

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

L.E.A.D. Academy Trust Invitation to Tender for a Managed Payroll Service. 1st April 2023 – 31st March 2026 (With Optional 2x 12-Month Extension Periods)

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

This contract is divided into lots: No

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

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

NUTS codes

- UKF14 - Nottingham
- UKF11 - Derby
- UKF22 - Leicestershire CC and Rutland
- UKE32 - Sheffield

Main site or place of performance

leicestershire

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

L.E.A.D. Academy Trust Invitation to Tender for a Managed Payroll Service. 1st April 2023 – 31st March 2026 (With Optional 2x 12-Month Extension Periods). The current Managed Payroll Service across the Trust is outsourced to an external service provider.

#### **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

60

This contract is subject to renewal

No

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

Envisaged minimum number: 6

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

It is known or anticipated that there are a large number of providers in the market, the Contracting Authority has limited resource to evaluate tenders. The Selection Criteria to be used to restrict the number of tenders can be found in the SQ documentation.

### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: Yes

Description of options

60 month(s) from the commencement date, with 36 initial month(s) and option to extend 2x12 month(s)

### **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 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

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an

interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

Current Assets are equal to or greater than Current Liabilities.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

In the first instance, candidates should register with [multiquote.com](https://multiquote.com) and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the [multiquote.com](https://multiquote.com) homepage. A Selection Questionnaire (SQ) must be completed and returned (via [multiquote.com](https://multiquote.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

No pass/fail elements for technical and professional ability section.

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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

14 November 2022

Local time

10:00am

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Section II.3) – dates refer to the initial contract period and do not include the options of any extensions.

Section IV.3.5) – any dates shown are an estimate.

In the first instance, candidates should register with [www.multiquote.com](http://www.multiquote.com) and express an interest in the contract, full details of the contract will be available.

The Contracting Authority shall not be under any obligation to accept any tender. The Contracting Authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.

The Contracting Authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

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

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

Tenet

Procurement House, 23 Leslie Hough Way

Salford

M6 6AJ

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Tenet

Procurement House, 23 Leslie Hough Way



Salford

M6 6AJ

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Tenet

Procurement House, 23 Leslie Hough Way

Salford

M6 6AJ

Country

United Kingdom