

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030537-2023>

Tender

## **Outsourced Support Services**

Single Source Regulations Office

F02: Contract notice

Notice identifier: 2023/S 000-030537

Procurement identifier (OCID): ocds-h6vhtk-040c85

Published 16 October 2023, 7:05pm

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

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

Single Source Regulations Office

G51/G52, 100 Parliament Street

UK-London: Accounting, auditing and fiscal service

SW1A 2BQ

#### **Contact**

Debbie Hewitt

#### **Email**

[debbie.hewitt@ssro.gov.uk](mailto:debbie.hewitt@ssro.gov.uk)

#### **Telephone**

+44 2037714774

#### **Country**

United Kingdom

**Region code**

UKI31 - Camden and City of London

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/single-source-regulations-office>

Buyer's address

<https://www.gov.uk/government/organisations/single-source-regulations-office>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-UK-London:-Accounting%2C-auditing-and-fiscal-service:-Accounting%2C-auditing-and-fiscal-services./3SU5RU867X>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com>

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://www.delta-esourcing.com>

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

Other type

NDBP

## **I.5) Main activity**

Other activity

Regulator

---

## **Section II: Object**

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

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

Outsourced Support Services

Reference number

SSRO-C-128

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

- 79200000 - Accounting, auditing and fiscal services

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

Services

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

The SSRO is seeking to award a contract is for the SSRO's Outsourced Support Services to provide Finance, Payroll and HR solutions and support services.

#### **II.1.5) Estimated total value**

Value excluding VAT: £791,667

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

This contract is divided into lots: No

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

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

- 48440000 - Financial analysis and accounting software package

- 79211110 - Payroll management services
- 48450000 - Time accounting or human resources software package
- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

The SSRO is seeking to appoint a suitably qualified and experienced provider to deliver, run and manage its outsourced support services covering HR, Payroll and Finance, which includes software system(s) and technology to enable appropriate and secure web-based system access that aligns with the SSRO's ICT systems and controls.

The Specification is provided as a separate attachment to this ITT at Appendix 1, and it sets out the SSRO's full requirements. The Specification will form part of the ultimate contract with the successful bidder.

The scope of the Services outlined in the specification (Appendix 1) includes:

- HR: an outsourced HR system which will maintain a fully managed integrated service providing for HR administration functions including self-service functionality and other services (sections 3 and 6 of the Specification);
- Payroll: the SSRO's Outsourced Payroll service (section 4 of the Specification); and
- Finance: financial accounting, management accounting, resource accounts production, supplier payments and, if required, other services (section 5 and 6 of the Specification).

The contract is expected to commence on 2 January 2024, to accommodate the potential transition from the incumbent suppliers and systems, with the live service then commencing on 29 July 2024 for HR and Payroll services, and the Finance services commencing on 1 October 2024. The fixed contract period shall be 3 years and 9 months (including transition) with the option for the SSRO to extend for a further 12 months on up to two occasions.

The successful bidder will be able to demonstrate a full understanding of these

requirements and will have the ability and commitment to provide a comprehensive and quality service to the SSRO. Bidders must address the requirements of the Specification in their Tenders.

#### **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: £791,667

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

Duration in months

69

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: Yes

Description of options

The term of the contract shall be for a period of 3 years and 9 months, with the option for the authority to extend the term on up to two occasions, each for a period of 12 months.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/3SU5RU867X>

---

## **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

Refer to the procurement documents.

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

List and brief description of selection criteria

Refer to the procurement documents.

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

List and brief description of selection criteria

Refer to the procurement documents.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

N/A

#### **III.2.2) Contract performance conditions**

The successful contractor's performance will be managed in accordance with the specification and conditions of contract.

---

## **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

15 November 2023

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

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

Date

16 November 2023

Local time

9:00am

Information about authorised persons and opening procedure

SSRO procurement staff with access to the eSourcing portal

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

All information is provided in the ITT

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-UK-London:-Accounting%2C-auditing-and-fiscal-service:-Accounting%2C-auditing-and-fiscal-services./3SU5RU867X>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/3SU5RU867X>

GO Reference: GO-20231016-PRO-24200927

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

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

LEAVE BLANK

LEAVE BLANK

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Review procedures are as set out in the Public Contracts Regulations 2015. Proceedings under those Regulations are time limited, and any such proceedings must be brought in the High Court of England and Wales.