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Tender

## **Payroll Services**

East Suffolk Council

F02: Contract notice

Notice identifier: 2022/S 000-031176

Procurement identifier (OCID): ocids-h6vhtk-037f08

Published 4 November 2022, 9:39am

## **Section I: Contracting authority**

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

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

### **Contact**

Procurement

### **Email**

[samantha.cook@eastsuffolk.gov.uk](mailto:samantha.cook@eastsuffolk.gov.uk)

### **Telephone**

+44 1502523669

**Country**

United Kingdom

**NUTS code**

UKH1 - East Anglia

**Internet address(es)**

Main address

<http://eastsuffolk.gov.uk>

Buyer's address

<http://eastsuffolk.gov.uk>

**I.3) Communication**

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

<https://www.in-tendhost.co.uk/eastsuffolk.aspx/Tenders/Current>

Additional information can be obtained from the above-mentioned address

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

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Payroll Services

Reference number

2215-TEN-O

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

- 79211110 - Payroll management services

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

Services

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

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -Payments to ASR's• Implementation of annual and incremental pay awards (when they are awarded)• Legislative upgrades (e.g., including but not limited to changes to individual tax codes or other employment and/or allowance related changes introduced by government)• Accounting for and implementing backdated or arrears of incremental pay awards• All associated reporting connected with the Services

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

Value excluding VAT: £500,000

#### **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
- 79631000 - Personnel and payroll services

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

NUTS codes

- UKH1 - East Anglia

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

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -

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

Price

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

Start date

1 March 2023

End date

28 February 2026

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: 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

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## **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**

Date

5 December 2022

Local time

12:00pm

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

English

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

Date

5 December 2022

Local time

12:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

Email

[procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk)

Country

United Kingdom

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

Crown Commercial Services

Capital Building, Old Hall Street

Luton

L39PP

Country

United Kingdom