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Tender

## **Invitation To Tender for a Managed Payroll Service for the Mulberry Schools Trust**

Mulberry Schools Trust

F02: Contract notice

Notice identifier: 2022/S 000-031262

Procurement identifier (OCID): ocds-h6vhtk-037f42

Published 4 November 2022, 2:51pm

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

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

Mulberry Schools Trust

Gosset Street

London

E2 6NW

#### **Email**

[pdoel@mulberryschoolstrust.org](mailto:pdoel@mulberryschoolstrust.org)

#### **Telephone**

+44 2079207913

#### **Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<http://www.mulberryschoolstrust.org/>

Buyer's address

<http://www.mulberryschoolstrust.org/>

**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:

Mulberry Schools Trust

Gosset Street

London

E2 6NW

**Email**

[pdoel@mulberryschoolstrust.org](mailto:pdoel@mulberryschoolstrust.org)

**Telephone**

+44 2079207913

**Country**

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**Internet address(es)**

Main address

<http://www.mulberryschoolstrust.org/>

Buyer's address

<http://www.mulberryschoolstrust.org/>

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**

Invitation To Tender for a Managed Payroll Service for the Mulberry Schools Trust

Reference number

CA11314 - MUL/PR/01

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

- 79211110 - Payroll management services

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

Services

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

The Mulberry Schools Trust requires a managed payroll service for each of the five schools within the academy Trust. At present, and as a consequence of schools joining the Trust, the Trust currently works with two payroll providers. It is looking to engage a single payroll provider to support the Trust's current school portfolio and additional schools as they join the Trust throughout the contract term. The Trust is looking to engage with a provider for a Managed Payroll Service for a period of five years with an option to extend for a further 12 months.

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

Value excluding VAT: £180,000

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

This contract is divided into lots: No

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

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

- 72212400 - Business transaction and personal business software development services
- 79900000 - Miscellaneous business and business-related services
- 79631000 - Personnel and payroll services
- 72212450 - Time accounting or human resources software development services
- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UKI - London

Main site or place of performance

London

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

The Trust requires a Managed Payroll Service across each of its schools. At present, and as a consequence of schools joining the Trust, the Trust currently works with two payroll providers. It is looking to engage a single payroll provider to support the Trust's current portfolio of five schools plus any additional schools as they join the Trust throughout the contract term.

The Trust currently has a decentralised system for many aspects of our finance, HR and payroll services. Each school is responsible for its payroll and the payroll costs are taken from each school bank account. This will continue for the foreseeable future.

The Trust requires a Managed Payroll Service solution to meet its requirements as detailed within the Invitation to Tender documentation.

### **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: £180,000

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

Duration in months

72

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

72 month(s) from the commencement date, with 60 initial month(s) and option to extend 1x12 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.1.2) 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

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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: Yes

### **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

12:00pm



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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

The Mulberry Schools Trust Internal Reference Number is MUL/PR/01. The Managed Payroll Service solution is required by the Mulberry Schools Trust and Dukefield Procurement Limited are acting as agents of Trust in the undertaking of this procurement tender exercise. The Dukefield Procurement Limited lead is Steve Davies who can be contacted at [steve.davies@dukefieldprocurement.co.uk](mailto:steve.davies@dukefieldprocurement.co.uk) or via phone on 07966 040564.

The contracting authority will be using an eTendering system to conduct the procurement exercise. To access the procurement documentation suppliers must register their company details on the Sourcing Cloud system at:

<https://suppliers.multiquote.com>

the tender is available from the opportunities menu on the login page of the site.

The contracting authority shall not be under any obligation to accept the lowest tender or indeed any tender. The Trust expressly reserves the rights:

- (a) to terminate the procurement process and not to award any contract as a result of the procurement process at any time;
- (b) to make whatever changes it may see fit to the content and structure of the procurement as detailed within the tender documentation;
- (c) to award a contract covering only part of the it's requirements if explicitly detailed within the tender documentation;
- (d) to disqualify any organisation from the process that canvasses any employee of the Contracting Authority during the procurement process or standstill period if applicable;
- (e) seek clarifications to tender responses on the basis that any clarification sought will not confer any undue competitive advantage in the favour of any supplier from whom such clarifications are being sought;
- (f) where the contracting authority can evidence that there is a conflict of interest, either personal or in consideration of any organisation bidding for the contract, the contracting

authority shall have the explicit right to immediately exclude that person or organisation from the tender process entirely;

(g) the contracting authority will not be liable for any costs incurred by tenderers;

(h) the value of the framework provided in section II.1.5) is only an estimate and the contracting authority will not guarantee the volume of business activity under this contract.

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

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

Mulberry Schools Trust

Gosset Street

London

E2 6NW

Email

[pdoel@mulberryschoolstrust.org](mailto:pdoel@mulberryschoolstrust.org)

Telephone

+44 2079207913

Country

United Kingdom

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

Mulberry Schools Trust

Gosset Street

London

E2 6NW

Email

[pdoel@mulberryschoolstrust.org](mailto:pdoel@mulberryschoolstrust.org)

Telephone

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Country

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

Precise information on deadline(s) for review procedures

The Mulberry Schools Trust will incorporate a minimum 10-day standstill period at the point information on the award of contract is communicated to tenderers. Bidders who are unsuccessful shall be informed by the Contracting Authority as soon as possible after the decision is made as to the reasons why the bidder was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, the Public Procurement Regulations provide for the aggrieved parties who have been harmed or who are at risk of harm by the breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any action must be generally brought within 3 months. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the Contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

Mulberry Schools Trust

Gosset Street

London

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[pdoel@mulberryschoolstrust.org](mailto:pdoel@mulberryschoolstrust.org)

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