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Tender

## **Direct Payment Employment Support Service**

Sunderland City Council

F02: Contract notice

Notice identifier: 2022/S 000-032005

Procurement identifier (OCID): ocds-h6vhtk-038398

Published 11 November 2022, 12:16pm

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

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

Sunderland City Council

City Hall, Plater Way

Sunderland

SR1 3AD

#### **Contact**

Mrs Michelle Soppitt

#### **Email**

[michelle.soppitt@sunderland.gov.uk](mailto:michelle.soppitt@sunderland.gov.uk)

#### **Telephone**

+44 1915612368

#### **Country**

United Kingdom

**Region code**

UKC23 - Sunderland

**Internet address(es)**

Main address

<http://www.sunderland.gov.uk/>

Buyer's address

<http://www.sunderland.gov.uk/>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.nepo.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.nepo.org/>

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

Regional or local authority

**I.5) Main activity**

Other activity

Social Care

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## **Section II: Object**

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

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

Direct Payment Employment Support Service

Reference number

DN642390

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

- 79211110 - Payroll management services

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

Services

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

Sunderland City Council and Together for Children (TfC) are seeking to award a contract for the provision of a Direct Payment Employment Support Service.

Services will include:

- Direct Payments Employment Support Service – This service will support Clients with the recruitment and selection of Personal Assistants and provide on-going employment support.
- Payroll Support Service – This service will process timesheets and produce payslips on behalf of the employer to ensure the employer is aware of their obligations when paying their employees.

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

Value excluding VAT: £526,500

#### **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
- 85300000 - Social work and related services

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

NUTS codes

- UKC23 - Sunderland

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

Sunderland City Council and Together for Children (TfC) are seeking to award a contract for the provision of a Direct Payment Employment Support Service.

Services will include:

- Direct Payments Employment Support Service – This service will support Clients with the recruitment and selection of Personal Assistants and provide on-going employment support.
- Payroll Support Service – This service will process timesheets and produce payslips on behalf of the employer to ensure the employer is aware of their obligations when paying their employees.

### **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.2.10) 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: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 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

7 December 2022

Local time

12:00pm

Place

City hall, Sunderland City Council

Information about authorised persons and opening procedure

Council Member and Business Support Officer

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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**

Sunderland City Council

Sunderland

Country

United Kingdom

Internet address

<http://www.sunderland.gov.uk/>