

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033330-2024>

Tender

Payroll System

Bournemouth Christchurch and Poole Council

F02: Contract notice

Notice identifier: 2024/S 000-033330

Procurement identifier (OCID): ocds-h6vhtk-04acb3

Published 16 October 2024, 11:51am

Section I: Contracting authority

I.1) Name and addresses

Bournemouth Christchurch and Poole Council

BCP Council, Civic Centre, Bourne Avenue

Bournemouth

BH2 6DY

Contact

Procurement

Email

procurement@bcpcouncil.gov.uk

Telephone

+44 1202128989

Country

United Kingdom

Region code

UKK24 - Bournemouth, Christchurch and Poole

Internet address(es)

Main address

www.bcpCouncil.gov.uk

Buyer's address

www.supplyingthesouthwest.org.uk

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=cb48b6e5-918b-ef11-8130-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.supplyingthesouthwest.org.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll System

Reference number

DN734703

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

BCP Council is tendering for the supply and maintenance of a stand-alone, cloud-based payroll system to use alongside our Microsoft Dynamics HR system. The new Payroll system will come into effect from 01 April 2026, with parallel running of payslips with the current system from 01 January 2026. The contract will be for an initial period of five years with the option to extend for a further 5 years (5+3+2). Therefore, if all extensions were taken the full length of the contract would be for ten years.

The new payroll system will be used by the Council's in-house Payroll Team and will manage an end-to-end payroll and pensions process. There is currently a standalone payroll system in place for which the contract term is due to end on 31 March 2026. The council aims to implement a more modern, automated and cloud-based SaaS payroll system that can integrate with Microsoft MS Dynamics 365.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK24 - Bournemouth, Christchurch and Poole

II.2.4) Description of the procurement

BCP Council is tendering for the supply and maintenance of a stand-alone, cloud-based payroll system to use alongside our Microsoft Dynamics HR system. The new Payroll system will come into effect from 01 April 2026, with parallel running of payslips with the current system from 01 January 2026. The contract will be for an initial period of five years with the option to extend for a further 5 years (5+3+2). Therefore, if all extensions were taken the full length of the contract would be for ten years.

The new payroll system will be used by the Council's in-house Payroll Team and will manage an end-to-end payroll and pensions process. There is currently a standalone payroll system in place for which the contract term is due to end on 31 March 2026. The council aims to implement a more modern, automated and cloud-based SaaS payroll system that can integrate with Microsoft MS Dynamics 365.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Start date

1 April 2025

End date

31 March 2030

This contract is subject to renewal

Yes

Description of renewals

The Authority has 2 options to extend the contract, the first being 36 months and the second being 24 months.

The maximum period of this contract shall therefore be 120 months and this period includes all options to extend.

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

II.2.14) Additional information

Please do not contact any officer/team named on this notice or the documentation. All documentation for this opportunity is available on www.supplyingthesouthwest.org.uk . Any expressions of interest must be made through this portal unless otherwise instructed. You will need to register on the site to submit a bid. Registering is free of charge.

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 procurement documents

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please note that if a bid is received from a consortium or from two suppliers then words will be added to the contract to enable suppliers to be held liable for performance individually or jointly (joint and several liability).

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 2024

Local time

2:00pm

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

IV.2.7) Conditions for opening of tenders

Date

15 November 2024

Local time

2:00pm

Information about authorised persons and opening procedure

All tenders are electronically sealed within the system and released after the deadline by the Council's authorised officer(s).

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

The Royal Courts of Justice, Strand

London

WCA 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 (notices of decisions to award a contract), Regulation 87 (standstill period) and Regulations 91 (enforcement of duties through the Court) of the Public Contracts Regulations 2015 (as amended).

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

Bournemouth Christchurch and Poole Council

Bournemouth

BH2 6DY

Country

United Kingdom