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Tender

## Payroll, HR & Corporate Services

HealthTrust Europe LLP (HTE) acting on behalf of Mid and South Essex NHS Foundation Trust

F02: Contract notice

Notice identifier: 2024/S 000-033497

Procurement identifier (OCID): ocds-h6vhtk-04ad29

Published 17 October 2024, 9:59am

The closing date and time has been changed to:

**9 December 2024, 2:00pm**

See the [change notice](#).

## Section I: Contracting authority

### I.1) Name and addresses

HealthTrust Europe LLP (HTE) acting on behalf of Mid and South Essex NHS Foundation Trust

19 George Road

Edgbaston, Birmingham

B15 1NU

### Email

[joseph.okhihan@htepg.com](mailto:joseph.okhihan@htepg.com)

### Telephone

+44 08458875000

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://healthtrusteurope.bravosolution.co.uk>

**I.3) Communication**

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

<https://healthtrusteurope.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://healthtrusteurope.bravosolution.co.uk>

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**

Health

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## **Section II: Object**

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

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

Payroll, HR & Corporate Services

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

- 79631000 - Personnel and payroll services

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

Services

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

This framework is for this provision of Payroll, HR & Corporate Services which comprises 4 lots, as listed below:

##### **Lot 1 - HR Service Solution**

This Lot provides a wide scope of options ranging from HR Service Solutions designed for managing organisations work structure & positions, activities, joiners, movers, leavers, people strategy & planning, building workforce intelligence solutions, analysis & reporting solutions, advisory services by HR professionals, HR Administration, employee information services, recruitment & resourcing, ESR Self-Service Implementation & support (ESR training, ESR configuration, implementation of manager & employee self-service), Exit Interviews, Health, Wellbeing & Reward / Benefits Services.

##### **Lot 2 - Payroll Management**

This Lot provides a wide scope of options legally compliant to cover the full range of Payroll opportunities available on the market for the public sector for ESR users and any other versions that use implemented systems during the national and international level encompassing fully Managed, Blended, and Bureau Payroll Services.

##### **Lot 3 – Finance & Accounting and Procure to Pay**

This Lot provides a wide scope of options legally compliant to cover the full range of Finance & Accounting Managed Services (generation & dispatch of PO, VAT compliance, electronic workflow processes for invoices, Accounting to Reporting - General Ledger, Payments Management, E-Procurement / Purchasing), Order to Cash (Accounts

Receivable, Debt Collection, Cash Management) and Optional Services such as Planning, Budgeting & Forecasting, Fixed Assets and Lease Accountancy, and VAT Advisory Services, and service requirement for Procure To Pay.

Lot 4 – Aggregation of lots (1 - 3)

For Participating Authorities that have a requirement for more than one Lot, out of Lots 1, 2, and 3 and wishes to either direct award or run a competitive exercise for a sole award. Tenderers who can provide as a minimum, all or part of the services under more than one Lot can bid for Lot 4. It is essential that a Tenderer should be able to provide all of the services of a particular Lot and either all or part of any other services of another Lot(s), to be able to bid for this Lot 4. Further details on this can be found in the Specification document on this Lot.

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

Value excluding VAT: £2,500,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Lot No

Lot 1- HR Service Solution

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

- 75100000 - Administration services
- 79414000 - Human resources management consultancy services

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

NUTS codes

- UK - United Kingdom

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

This Lot provides a wide scope of options ranging from HR Service Solution designed for managing organisations work structure & positions, activities, joiners, movers, leavers, people strategy & planning, building the workforce intelligence solutions, Analysis & reporting solutions, advisory services by HR professionals, HR Administration, Employee information services, Recruitment & Resourcing, ESR Self-Service Implementation & Support (ESR training, ESR configuration, implementation of manager & employee self-service), Exit Interviews, Health, Wellbeing & Reward / Benefits Services.

**TERMS AND CONDITIONS/ACTIVITY BASED INCOME (ABI)** The terms and conditions of this framework agreement and any resulting call-off contract is appended to the ITT. These terms include provisions requiring the payment by the supplier of an ABI management charge in consideration of the award of this framework agreement, The management and administration by HTE of the overall contract structure and associated documentation, as well as the requirement to submit regular management information to HTE.

#### **SUBMISSION OF EXPRESSIONS OF INTEREST AND PROCUREMENT INFORMATION**

This exercise will be conducted on the HTE Bravo portal. Candidates wishing to be considered must register expressions of interest as follows: Register on the HTE portal at

<https://healthtrusteurope.bravosolution.co.uk>.

Log into the portal with username/password. Click the SQs/ITTs Open to All Suppliers link.

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Please note that sid4gov does not prepopulate any fields of the SQ on HTE's Bravo portal. Candidates must complete the Qualification & Technical Envelopes of the SQ in Bravo in full.

#### **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

48

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

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

#### **II.2.1) Title**

Lot No

Lot 2 - Payroll Management

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

- 79211110 - Payroll management services

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

NUTS codes

- UK - United Kingdom

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

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Options: No

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# **II.2) Description**

## **II.2.1) Title**

Lot No

Lot 3 - Finance & Accounting and Procure to Pay

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

- 48444000 - Accounting system
- 72212450 - Time accounting or human resources software development services
- 79211000 - Accounting services

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

NUTS codes

- UK - United Kingdom

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

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## **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) Description**

## **II.2.1) Title**

Lot No

Lot 4 - Aggregation of Lots (1 - 3)

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

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

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Duration in months

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#### **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 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

HTE may request such information as may be requested pursuant to Regulation 58 of the Public Contracts Regulations 2015. Details are provided in the Selection Questionnaire/Pre-Qualification Questionnaire.

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

Execution of the service is reserved to a particular profession

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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**

Originally published as:

Date

18 November 2024

Local time

5:00pm

Changed to:

Date

9 December 2024

Local time

2:00pm

See the [change notice](#).

### **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: 12 (from the date stated for receipt of tender)

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

Date

19 November 2024

Local time

9:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

HTE is undertaking central purchasing body activities in carrying out this tender exercise by virtue of its partnership with MSE. Notwithstanding HTE's relationship with MSE, it is HTE conducting this tender exercise and all enquiries should be directed to HTE as confirmed in Section 1 above.

MSE and not HTE will execute the resultant framework agreement with successful bidders.

The bodies to whom the use of this Agreement will be open include all contracting authorities in the UK as defined in Regulation 2 of the Public Contracts Regulations 2015 as may be updated from time to time. In particular, the following entities in the UK (particularly those of a health and/or social care nature) are envisaged as Agreement users: Public sector classification guide and forward work plan - Office for National Statistics ([ons.gov.uk](http://ons.gov.uk))

To view the list use the downloadable spreadsheet. This list includes each organisation's successors and assigns, any equivalent organisations and associated organisation created due to any organisational changes.

This Agreement will be open to any bodies or organisations operating in the UK of a health, and/or social care nature or which have a similar procurement need, and/or any UK based central government authority listed at Annex I of Directive 2014/24/EU, in respect of any goods or services to any of the above listed organization.

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

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

Legal Department, HealthTrust Europe

19 George Road

Birmingham

B15 1NU

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

HTE will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract may be entered into.