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Tender

HR & Payroll Software - The Athelstan Trust

Keystone Knowledge

F02: Contract notice

Notice identifier: 2024/S 000-037305

Procurement identifier (OCID): ocds-h6vhtk-04bcc8

Published 19 November 2024, 10:10am

The closing date and time has been changed to:

17 December 2024, 3:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Keystone Knowledge

9 Nightingale Way

Etwall

DE65 6RT

Contact

Les Keates

Email

les@keystoneknowledge.com

Telephone

+44 7591672393

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.keystoneknowledge.com>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42866

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

<http://mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://mytenders.co.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HR & Payroll Software - The Athelstan Trust

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

HR & Payroll Services Tender

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKK13 - Gloucestershire

Main site or place of performance

Tetbury, Gloucestershire, GL8 8AE

II.2.4) Description of the procurement

HR and Payroll Software Services to include recruitment, onboarding, payroll, pensions,

training records, policy management, case management, absence management, flexible working, leavers automation, gender pay gap reporting and budgeting.

II.2.5) Award criteria

Quality criterion - Name: Quality against requirements / Weighting: 60

Quality criterion - Name: Price against requirements / Weighting: 40

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

3 years with an option to extend to 4 and 5 years

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

Demonstrable experience of payroll bureau provision, and knowledge of the education pension schemes, including Teachers Pension Scheme, and the Local Government Pension Scheme.

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

Reference to the relevant law, regulation or administrative provision

Education

III.2.2) Contract performance conditions

At least three references from similar clients, preferably in an education setting.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

Accelerated procedure

Justification:

Due to school term dates over the Christmas period and the need for presentations, due diligence and a contract start date of June 2025, the accelerated procedure is requested. Additionally the current contract has a 6-month notice period.

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

Originally published as:

Date

13 December 2024

Local time

12:00pm

Changed to:

Date

17 December 2024

Local time

3:00pm

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

IV.2.7) Conditions for opening of tenders

Date

20 December 2024

Local time

12:00pm

Place

The Athelstan Trust

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=233159.

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(MT Ref:233159)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>