This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/037305-2024">https://www.find-tender.service.gov.uk/Notice/037305-2024</a>

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

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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