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Tender

## Supply of HR Support Services Y25006

Kent County Council (T/A Procurement Services)

F02: Contract notice

Notice identifier: 2024/S 000-037599

Procurement identifier (OCID): ocds-h6vhtk-04bd7a

Published 20 November 2024, 7:05pm

### Section I: Contracting authority

#### I.1) Name and addresses

Kent County Council (T/A Procurement Services)

1 Abbey Wood Road, Kings Hill

West Malling

ME19 4YT

#### Email

[csgprocurement@csitd.org.uk](mailto:csgprocurement@csitd.org.uk)

#### Telephone

+44 8081685808

#### Country

United Kingdom

#### Region code

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.commercialservices.org.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.delta-esourcing.com/tenders/UK-UK-West-Malling:-Personnel-and-payroll-services./GBW2CRXH5Z>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

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

**II.1.1) Title**

Supply of HR Support Services Y25006

Reference number

Y25006

## **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 Agreement has been split into four (4) LOTs. It is not compulsory to Tender for all LOTs, Tenderers may apply for one, several, or all LOTs.

LOT 1 – HR Administration and Payroll Service

LOT 2 – HR Advisory Services

LOT 3 – Employee Screening

LOT 4 – Staff Health and Wellbeing

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

Value excluding VAT: £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**

HR Administration and Payroll Service

Lot No

1

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

- 79631000 - Personnel and payroll services

- 79211110 - Payroll management services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

This LOT will cover the provision of HR administration and payroll Services, including but not limited to:

- Benefits administration
- Compliance and reporting
- Employee lifecycle management, including onboarding and offboarding
- Employee records management
- Employee relations
- Flexible working
- Health and safety administration
- HR Information Systems (HRIS) management
- Leave administration
- Payroll administration
- Pension administration
- Performance management
- Recruitment support
- Time and attendance management

- Training and development support

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £100,000,000

#### **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.2.14) Additional information**

All Public Bodies will have access to this Framework Agreement with the agreement with the Contracting Authority. Those organisations who wish to access this Framework Agreement are detailed in the Invitation to Tender document.

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

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

HR Advisory Services

Lot No

2

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

- 79631000 - Personnel and payroll services

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

This LOT will cover the provision of HR advisory services, including but not limited to:

- Gender / ethnicity pay gap analysis
- HR and employment matters including, but not limited to:
  - Bonus and incentive schemes
  - Change management and redundancy
  - Contract changes
  - Data protection
  - Disciplinary and grievance procedures
  - Health and absence management
  - Job evaluations
  - Maternity and paternity leave
  - Performance management and capability
  - Reward Strategy

- oSafeguarding and managing allegations
- oTUPE processes
- oWorkplace mediation and conflict resolution
- HR investigations
- Organisational change
- Pay / benefit benchmarking
- Training and development

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £75,000,000

#### **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.2.14) Additional information**

All Public Bodies will have access to this Framework Agreement with the agreement with the Contracting Authority. Those organisations who wish to access this Framework Agreement are detailed in the Invitation to Tender document.

## **II.2) Description**

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

Employee Screening

Lot No

3

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

This LOT will cover the provision of a range of employee screening Services, including but not limited to:

- Criminal record checks
- DBS checks
- Employment history and gap analysis
- Identity Checks
- Reference checks
- Right to work checks

- Social media checks

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £50,000,000

#### **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.2.14) Additional information**

All Public Bodies will have access to this Framework Agreement with the agreement with the Contracting Authority. Those organisations who wish to access this Framework Agreement are detailed in the Invitation to Tender document.

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

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

Staff Health and Wellbeing

Lot No

4

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

- 79631000 - Personnel and payroll services

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

This LOT will cover the provision of a range of staff health and wellbeing Services to help support organisations with creating a healthier, happier, and more productive workforce. Awarded Suppliers will be expected to be able to provide assistance, either directly or via Sub-Contractors, in the following areas, including but not limited to:

•Financial wellbeing

◦Debt management support

◦Financial education

•Mental wellbeing

◦Employee assistance programmes (EAP)

◦Mental health first aid training

◦Stress management programmes

◦Support networks

◦Workplace surveys

•Physical wellbeing

- oErgonomic assessments
- oFitness programmes
- oHealth screenings and assessments
- oHealthy eating initiatives
- oVaccination programs
- Social wellbeing
- oTeam building activities
- oVolunteering opportunities

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £75,000,000

#### **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.2.14) Additional information**

All Public Bodies will have access to this Framework Agreement with the agreement with the Contracting Authority. Those organisations who wish to access this Framework Agreement are detailed in the Invitation to Tender document.

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

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

Total HR Management Service

Lot No

5

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Suppliers awarded onto all LOTs 1, 2, 3 and 4 will automatically be added into this LOT 5 to be able to provide all Services as a total HR management Service.

Suppliers are to make available if required, either directly or indirectly via Sub-Contractors, all resources to enable a total HR management Service to be procured under this LOT 5.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement

documents

**II.2.6) Estimated value**

Value excluding VAT: £200,000,000

**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.2.14) Additional information**

All Public Bodies will have access to this Framework Agreement with the agreement with the Contracting Authority. Those organisations who wish to access this Framework Agreement are detailed in the Invitation to Tender document.

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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: No

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

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

Date

10 January 2025

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

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

Date

10 January 2025

Local time

2:15pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://csg.delta-esourcing.com/tenders/UK-UK-West-Malling:-Personnel-and-payroll-services./GBW2CRXH5Z>

To respond to this opportunity, please click here:

<https://csg.delta-esourcing.com/respond/GBW2CRXH5Z>

GO Reference: GO-20241120-PRO-28591872

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

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

Commercial Services

1 Abbey Wood Road

West Malling

ME19 4YT

Telephone

+44 8081685808

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Commercial Services

1 Abbey Wood Road, Kings Hill

West Malling

Email

[csgprocurement@csitd.org.uk](mailto:csgprocurement@csitd.org.uk)

Country

United Kingdom

Internet address

[www.commercialservices.org.uk](http://www.commercialservices.org.uk)