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Contract

Payroll Services

East Suffolk Council

F03: Contract award notice

Notice identifier: 2023/S 000-037646

Procurement identifier (OCID): ocds-h6vhtk-037f08

Published 21 December 2023, 11:32am

Section I: Contracting authority

I.1) Name and addresses

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

Contact

Procurement

Email

samantha.cook@eastsuffolk.gov.uk

Telephone

+44 1502523669

Country

United Kingdom

NUTS code

UKH1 - East Anglia

Internet address(es)

Main address

<http://eastsuffolk.gov.uk>

Buyer's address

<http://eastsuffolk.gov.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 Services

Reference number

2215-TEN-O

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -Payments to ASR's• Implementation of annual and incremental pay awards (when they are awarded)• Legislative upgrades (e.g., including but not limited to changes to individual tax codes or other employment and/or allowance related changes introduced by government)• Accounting for and implementing backdated or arrears of incremental pay awards• All associated reporting connected with the Services

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £500,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- UKH1 - East Anglia

II.2.4) Description of the procurement

The Supplier shall provide a two fully managed Payroll bureaus and associated services to the Customer and to the Authorised Service Recipients (ASRs). The Supplier shall commence full provision of the Services on the Implementation Date of 1st March 2023 for ESC and 1st July 2023 for ESSL. The Supplier shall provide the Services on a Self-Service basis which shall comprise the following: -

II.2.5) Award criteria

Cost criterion - Name: Price / Weighting: 40%

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

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-031176](#)

Section V. Award of contract

Contract No

2215-TEN-O

Title

Payroll Services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

13 December 2023

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Suffolk County Council

Ipswich

Country

United Kingdom

NUTS code

- UKH14 - Suffolk

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £500,000

Total value of the contract/lot: £508,089

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

East Suffolk Council

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

Email

procurement@eastsuffolk.gov.uk

Country

United Kingdom