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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@eastsoffolk.gov.uk](mailto:samantha.cook@eastsoffolk.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

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## **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

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## **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](#)

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## **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

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## **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@eastsoffolk.gov.uk](mailto:procurement@eastsoffolk.gov.uk)

Country

United Kingdom