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Contract

## **CT2969 - Option 1 Payroll Support Services Framework Agreement**

City of Edinburgh Council

F21: Social and other specific services – public contracts

Contract award notice

Notice identifier: 2024/S 000-039427

Procurement identifier (OCID): ocids-h6vhtk-040d0a

Published 6 December 2024, 12:59pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

City of Edinburgh Council

Waverley court

Edinburgh

EH8 8BG

#### **Contact**

Claudine Persaud

#### **Email**

[claudine.persaud@edinburgh.gov.uk](mailto:claudine.persaud@edinburgh.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**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**

CT2969 - Option 1 Payroll Support Services Framework Agreement

Reference number

CT2969

**II.1.2) Main CPV code**

- 98000000 - Other community, social and personal services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Award of framework agreement for Payroll Support Services. This includes delivering Payroll Support and/or Financial Management Services (FMS).

The purpose of the Framework agreement is to offer a selection of Payroll Support/FMS Services for the Supported Person to choose from, in keeping with the values and principles of the Social Care (Self directed support) (Scotland) Act 2013.

This Framework Agreement does not guarantee business for the Provider for any set period of time or for any number of people.

#### **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: £914,671

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

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

- 66000000 - Financial and insurance services
- 98000000 - Other community, social and personal services
- 79414000 - Human resources management consultancy services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Within the City of Edinburgh

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

The service provider will offer three types of support to supported people Payroll Support, Financial Management Service with payroll support, or Financial Management Service without Payroll Support.

The payroll support service will contribute to helping people to maintain maximum independence, choice, control, inclusion and quality of life.

The key objectives of the Payroll Support Service shall be to provide the following by a fully trained, highly committed payroll team. The following is not an exhaustive list but does reflect the minimum core service which is required to be delivered to the supported person who is employing Personal Assistants.

- Set up the Payroll service for the supported person
- Provide people with timesheets to record the hours their employees works
- Register the supported person as the employer with HMRC and deal with all correspondence from them;
- Deal with all correspondence from HMRC including end of year submissions
- Process 4 weekly / monthly salaries;
- Calculate payments to the personal assistants, including statutory payments when required (redundancy, sickness, holiday pay, maternity pay etc)
- Provide payslips (up to 2 per supported person per month/4 weeks)
- Calculate HMRC payment submissions;
- Retain annual leave records for employees
- Assist with pension auto-enrolment and ongoing support;

The Financial Management Service is for those who require this for a variety of reasons and where either authorisation in his/her support plan has been given by The City of Edinburgh Council, or the supported person is self-funding. This service will incorporate all of the following:

- The provider will manage the finances on behalf of the supported person, whilst they remain in charge of the services they receive and the way in which their services are delivered.
- Following discussion with The City of Edinburgh Council, all agreed outgoings will be paid by the provider on behalf of the supported person. This may include invoices for agencies, wage payments to employees, payments for Employers Liability Insurance, HMRC payments etc.
- The provider will be required to operate a separate bank account in the name of the supported person for processing Direct Payments/Personal Budgets.

- The provider will maintain an auditable accounting system that enables them to produce a statement of Receipts and Payments for each individual. A statement of account will also be provided to supported people and the City of Edinburgh Council as required.

The Provider will employ such staff as it believes appropriate to carry out the tasks and duties laid down in the Service Specification. Such staff will have the necessary skills, training and experience to undertake the professional role on behalf of the Council for the Service.

The Service Provider will ensure that the taking up of references for all staff involved will be undertaken. It will be a mandatory requirement of this contract that the provider complete a PVG for all relevant staff.

#### **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**

In 2022/23 the total number of individuals accessing a Payroll Support Service authorised by the City of Edinburgh Council funding was over 311 payroll packages and 109 Financial Management Packages.

This requirement is considered to be covered under Chapter 3 PARTICULAR PROCUREMENT REGIMES section 7 Social and Other Specific Services of The Public Contracts (Scotland) Regulation 2015.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Procedure involving negotiation

#### **IV.1.3) Information about a framework agreement**

The procurement involves the establishment of a framework agreement

#### **IV.1.10) Identification of the national rules applicable to the procedure**

Information about national procedures is available at:

[https://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi\\_20150446\\_en.pdf](https://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf)

#### **IV.1.11) Main features of the award procedure**

A two stage process was applied as detailed in the Instructions to Tenders document.

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

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-014829](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 October 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 8

Number of tenders received from SMEs: 8

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

Number of tenders received from tenderers from non-EU Member States: 8

Number of tenders received by electronic means: 8

The contract has been awarded to a group of economic operators: Yes

#### **V.2.3) Name and address of the contractor**

Purple Zest Ltd

Ivan Peck House, 11421082

Chelmsford

CM1 3AA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Fife Business Services Ltd

Suite 3A Elizabeth House, Barclay Court, Mitchelston Industrial Estate

Kirkcaldy

KY1 3WE

Country

United Kingdom

NUTS code

- UKM7 - Eastern Scotland

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Barrie Bookkeeping & Payroll Solutions

Suite D, 11 Boston Road

Glenrothes

KY6 2RE

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**



dhpayroll (David Howard Ltd)

1 Park Road

Kingston upon Thames

KT1 4AS

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Public Consulting Group UK Ltd

1 Smithy Court,, Smithy Brook Road,

Wigan

WN3 6PS

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.3) Name and address of the contractor**

Accounting Doctors Ltd

27 Crathie Road

London

SE12 8BT

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

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

Total value of the contract/lot: £914,671

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## **Section VI. Complementary information**

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

(SC Ref:785157)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.