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Tender

## **Payroll Services**

THE PRIESTLEY ACADEMY TRUST

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039474

Procurement identifier (OCID): ocds-h6vhtk-055e24

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## **Scope**

### **Description**

The Priestley Academy Trust is a multi-academy trust consisting of six primary schools, based in Bradford, West Yorkshire.

We are looking for a supplier to deliver high quality and comprehensive payroll services that will ensure all staff are paid accurately and on time, and that the trust meets all its related statutory and regulatory obligations.

We are looking to enter into a contract for three years initially, but with an option to extend for a further two years, subject to Trustee approval. The contract will commence on 1st April 2026.

Further details about the trust can be found in the documentation uploaded to this site.

The estimated contract value is £25,000 per annum plus VAT.

The closing date for this tender will be Friday 15th August 2025.

Tenders should be submitted to the following email address: [tenders@priestley.academy](mailto:tenders@priestley.academy).

Any queries about this procurement should be directed to:

- Rowena Dixon, Chief Finance Officer

[rowena.dixon@priestley.academy](mailto:rowena.dixon@priestley.academy)

### **Total value (estimated)**

- £150,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

An extension may be granted if the trust considers it better value, in terms of operational and financial efficiency, to continue with the same supplier for a further period. Each year's extension to be decided by trustees.

### **Main procurement category**

Services

### **CPV classifications**

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

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Submission**

### **Enquiry deadline**

28 July 2025, 5:00pm

### **Tender submission deadline**

15 August 2025, 12:00pm

## **Submission address and any special instructions**

Tenders should be submitted to the following email address:

[tenders@priestley.academy](mailto:tenders@priestley.academy)

## **Tenders may be submitted electronically**

No

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## **Award criteria**

Award of contract will be made to the supplier who achieves the highest score for price and quality.

A detailed description of the scoring methodology is provided in document "Payroll Tender Scoring Methodology", uploaded to this site.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

## **Associated tender documents**

[Payroll Tender Scoring Methodology.pdf](#)

[Payroll Tender Invitation to Tender + Appendices 1\\_2.pdf](#)

[Payroll Tender Spec - Appendix 3.docx](#)

[Pricing Schedule - Appendix 4.docx](#)

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## **Contracting authority**

### **THE PRIESTLEY ACADEMY TRUST**

- Companies House: 10410830
- Public Procurement Organisation Number: PHQP-2974-YLGG

C/O Green Lane Primary School

Bradford

BD8 8HT

United Kingdom

Contact name: Rowena Dixon

Email: [rowena.dixon@priestley.academy](mailto:rowena.dixon@priestley.academy)

Website: <https://www.priestley.academy/>

Region: UKE41 - Bradford

Organisation type: Public authority - sub-central government