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Tender

## **HR MIS Payroll and Pensions Services**

The Boleyn Trust

F02: Contract notice

Notice identifier: 2024/S 000-039634

Procurement identifier (OCID): ocds-h6vhtk-04c5b8

Published 9 December 2024, 2:48pm

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

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

The Boleyn Trust

Tollgate Primary School , Barclay

London

E13 8SA

#### **Email**

[procurement@theboleyntrust.org](mailto:procurement@theboleyntrust.org)

#### **Telephone**

+44 2074761848

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.theboleytrust.org/>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43195](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43195)

**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.mytenders.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk/>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

#### **II.1.1) Title**

HR MIS Payroll and Pensions Services

#### **II.1.2) Main CPV code**

- 79631000 - Personnel and payroll services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Managed Payroll and Pensions (LGPS and Teachers' Pensions) services

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

Value excluding VAT: £270,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

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

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

- 79631000 - Personnel and payroll services

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

NUTS codes

- UK - United Kingdom

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

The Contracting Authority for this Invitation to Tender (ITT) is The Boleyn Trust (the "Trust"). The Trust was established on 21 November 2016 and is both a company limited by guarantee, registered at Companies House under Company Number 10488603 and, by virtue of its charitable objects "to advance, for the public benefit, education in the

United Kingdom by establishing schools” a charity. The Trust is not a registered charity but an “exempt” charity, regulated by the Secretary of State for Education, who acts as the principal regulator. The Trust’s registered office is: Tollgate Primary School, Barclay Road, London E13 8SA.

At the time of writing this ITT the Trust currently educates approximately 4,500 learners and has approximately 680 employees.

The Trust is a beacon of educational excellence, transforming communities and shaping the futures of thousands of young minds. With a warm welcome extended to our first academies in January 2017, we have since grown to encompass eight vibrant multicultural Primary Academies nestled within the dynamic London Boroughs of Newham and Tower Hamlets, supported by a central Head Office team.

Success is not just a goal - it is our standard. Our academies consistently rank in the top 3% nationally for pupil progress, a testament to our unwavering commitment to excellence. Six of our academies are judged outstanding by Ofsted with two judged Good.

The Boleyn Trust operates a successful Teaching School Hub, responsible for supporting 238 schools across Barking & Dagenham, Havering, and Newham. While these schools are not part of this tender process, our work with them underscores our commitment to excellence across education.

Although there are no plans at the time of writing this ITT for additional schools/academies to join the Trust, there is always the possibility that this might happen. The Trust may be expanded further in the duration of this contract. It is expected that other schools/academies can be added on (at least) the same terms. Furthermore, it is possible (although not anticipated at the time of writing) that Trust may be asked to deliver payroll and transactional HR services to another school or trust. Tenderers must be able to accommodate that, should this occur.

Further information about the Trust, its constituent academies and Teaching School Hub can be found on the Trust’s website: <https://theboleyntrust.org>.

#### **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: £270,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Contract may be renewed for a further two years subject to annual review.

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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: Yes

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

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

Date

13 January 2025

Local time

5:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

14 January 2025

Local time

10:00am

Place

Tollgate Primary School, Barclay Road, London E13 8SA

Information about authorised persons and opening procedure

3 members of the Procurement Group. All Tenders will be opened the same time.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=233408](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=233408).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:233408)

Download the ESPD document here:

[[[https://www.mytenders.co.uk/ESPD/ESPD\\_Download.aspx?id=233408](https://www.mytenders.co.uk/ESPD/ESPD_Download.aspx?id=233408)]]

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>