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Tender

## **Emmaus Catholic Academy Trust and Romero Catholic Academy Trust - HR, Payroll and Pensions System & Services**

Emmaus Catholic Academy Trust  
Romero Catholic Academy Trust

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

Notice identifier: 2025/S 000-056164

Procurement identifier (OCID): ocds-h6vhtk-05995e

Published 12 September 2025, 12:30pm

### **Scope**

### **Reference**

CA16437

### **Description**

Emmaus Catholic Academy Trust and Romero Catholic Academy Trust require one or more supplier to fulfil their HR, Payroll and Pension Services requirement as follows:

Emmaus CAT: HR & Payroll System with the options of either a partially managed payroll service covering specific elements of managed service support on HMRC and Pensions OR a second option of a fully outsourced payroll managed service.

Romero CAT: HR System and fully outsourced payroll managed service.

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

- £100,000 excluding VAT
- £120,000 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:

Maximum 2 extensions of 12 months per extension.

### **Main procurement category**

Goods

### **CPV classifications**

- 48100000 - Industry specific software package

### **Contract locations**

- UK - United Kingdom
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## **Lot 1. Lot 1: Emmaus CAT Only**

### **Description**

HR & Payroll System with the options of a Payroll System with specific elements of Managed Service support on HMRC and Pensions OR a fully outsourced Managed Payroll Service.

### **Lot value (estimated)**

- £33,333.33 excluding VAT
- £40,000 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Lot 2: Romero CAT Only**

### **Description**

HR System and Fully outsourced managed payroll service

### **Lot value (estimated)**

- £33,333.33 excluding VAT
- £40,000 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Lot 3: Both Emmaus CAT & Romero CAT**

### **Description**

Both Emmaus CAT and Romero CAT. Please see the Invitation to Tender and specification documents for further information on the Trusts' requirements.

### **Lot value (estimated)**

- £33,333.34 excluding VAT
- £40,000 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Participation**

## **Particular suitability**

**Lot 1. Lot 1: Emmaus CAT Only**

**Lot 2. Lot 2: Romero CAT Only**

**Lot 3. Lot 3: Both Emmaus CAT & Romero CAT**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

25 September 2025, 1:00pm

### **Tender submission deadline**

7 October 2025, 3:00pm

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

To access this opportunity, log in to <https://suppliers.multiquote.com> and view the opportunity. If you are not registered with MultiQuote, please visit <https://suppliers.multiquote.com>, complete the registration form on the log in page and quote the title and reference of the notice in your registration.

### **Tenders may be submitted electronically**

Yes

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## Award criteria

Name	Description	Type	Weighting
Functional Requirements	Functional Requirements	Quality	35.0%
Contract Price	Contract Price	Price	30.0%
Non-Functional Requirements	Non-Functional Requirements	Quality	10.0%
Payroll Service Requirements Emmaus CAT	Payroll Service Requirements Emmaus CAT	Quality	10.0%
Payroll Service Requirements Romero CAT	Payroll Service Requirements Romero CAT	Quality	10.0%
Added Value	Added Value	Quality	5.0%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authorities

### Emmaus Catholic Academy Trust

- Public Procurement Organisation Number: PYHR-3999-NXPG

Jackson House, Sibson Road

Sale

M33 7RR

United Kingdom

Email: [e.thorley@thecpc.ac.uk](mailto:e.thorley@thecpc.ac.uk)

Region: UKD34 - Greater Manchester South West

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

## **Romero Catholic Academy Trust**

- Public Procurement Organisation Number: PZNY-2461-XQBV

Group First House, Padiham Mead

Manchester

BB12 7NG

United Kingdom

Email: [e.thorley@thecpc.ac.uk](mailto:e.thorley@thecpc.ac.uk)

Region: UKD46 - East Lancashire

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

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## **Contact organisation**

Contact Emmaus Catholic Academy Trust for any enquiries.