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Tender

## **SHINE Academies ~ HR & Payroll Tender**

SHINE Academies Trust

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

Notice identifier: 2025/S 000-068915

Procurement identifier (OCID): ocds-h6vhtk-05d51f

Published 28 October 2025, 12:06pm

### **Scope**

### **Description**

The successful Supplier will be required to provide Payroll & HR services across SHINE Academies {the Client}.

SHINE Academies are a growing group of primary schools currently operating at six schools, Busill Jone Primary School, Lodge Farm Primary School, Northwood Park primary School, Villiers Primary School, Crowmoor Primary School and The Martin Wilson School & Early Years Centre. SHINE Academies is a growing Trust established around September 2014. There are circa 2,400 pupils across all six schools. There are circa 351 teaching and support staff employed by the SHINE Academies.

This procurement is being conducted under a competitive flexible procedure in accordance with the Procurement Act 2023. Following the initial selection stage, the Contracting Authority intends to invite up to {6} suppliers to participate in the tender stage. Selection will be based on the criteria set out in the tender documents and will be applied in a transparent and non-discriminatory manner. Suppliers must meet the minimum conditions of participation in order to progress to the tender stage.

Contract value = £34,920 including V.A.T

SHINE Academies Head office is located in Wolverhampton {WV10-9RU} and provides

personalised one-to-one attention to every pupil. The successful contractor will be required to deliver a payroll and HR systematic solution with clearly defined parameters to meet the requirements of the contract specification from the commencement date.

The client seeks a Payroll and HR partner to support, manage, develop and work with an expanding trust of schools. The partner should have a clear direction to enhance the service delivery agreement {SLA} across SHINE Academies School. Furthermore, it should be a professional organisation capable of elevating the standard of service and high expectations to a new level throughout the entire contract every day consistently with clear and defined direction.

Please see PSQ Document for more information.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Wolverhampton:-Personnel-and-payroll-services./85H7NY8P45>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/85H7NY8P45>

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

- £174,600 including VAT

Above the relevant threshold

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

- 31 August 2026 to 30 August 2029
- Possible extension to 30 August 2031
- 5 years

Description of possible extension:

1+1

Please see PSQ document for more information.

## **Main procurement category**

Services

## **CPV classifications**

- 79631000 - Personnel and payroll services

## **Contract locations**

- UKG39 - Wolverhampton

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

5 December 2025, 12:00pm

## Submission type

Tenders

## Tender submission deadline

20 February 2026, 12:00pm

## Submission address and any special instructions

<https://litmustms.co.uk/respond/85H7NY8P45>

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

20 April 2026

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## Award criteria

Name	Type	Weighting
Criterion 2	Quality	70%

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<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Criterion 1	Cost	30%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

Please see PSQ Document for more information.

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## **Contracting authority**

## **SHINE Academies Trust**

- Public Procurement Organisation Number: PRWB-8758-JYBL

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Wolverhampton

WV10 9RU

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Region: UKG39 - Wolverhampton

Organisation type: Public authority - sub-central government