This is a published notice on the Find a Tender service: https://www.find-tender.service.gov.uk/Notice/068915-2025

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

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

5 December 2025, 12:00pm

Submission type			
Tenders			
Tender submissio	n deadline		
20 February 2026, 12	:00pm		
Submission addre	ss and any special in	structions	
https://litmustms.co.uk	k/respond/85H7NY8P45		
Tenders may be so	ubmitted electronical	ly	
Yes			
Languages that m	ay be used for submi	ssion	
English			
Award decision da	ite (estimated)		
20 April 2026			
Award criteria			
Name	Туре	Weighting	
Criterion 2	Quality	70%	

Name	Туре	Weighting
Criterion 1	Cost	30%

Other information

Applicable trade agreements

• Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Please see PSQ Document for more information.

Contracting authority

SHINE Academies Trust

• Public Procurement Organisation Number: PRWB-8758-JYBL

Offices 088 and 089 East Wing, Wolverhampton Science Park, Glaisher Drive

Wolverhampton

WV10 9RU

United Kingdom

Contact name: Craig Bland

Telephone: 01276 673896

Email: tenders@litmuspartnership.co.uk

Region: UKG39 - Wolverhampton

Organisation type: Public authority - sub-central government