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Tender

## **Dynamic Market for Direct Payment Payroll and Managed Account Services**

Southend-on-Sea City Council

UK13: Dynamic market intention notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-073767

Procurement identifier (OCID): ocds-h6vhtk-05e0f5

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### **Scope**

### **Reference**

DN797441

### **Description**

Dynamic Market for Direct Payment Payroll and Managed Account Services

Service Title: Dynamic Market or Direct Payment Payroll and Managed Account Services

Contract Type: Framework Agreement procured via a Dynamic Market under Light Touch Regime.

6 months (with the option to extend for up to a further 6 months)

Southend-on-Sea City Council is seeking bidders to be awarded a place on a Framework to provide Direct Payment Services within the Adult and Social Care Requirement.

Scope:

This Service is commissioned pursuant to:

- Section 31-33 of the Care Act 2014
- The Care and Support (Direct Payments) Regulations 2014
- Section 117 of the Mental Health Act 1983 (where applicable)
- Children and Families Act 2014 (where applicable for children and young people)

Direct Payments are provided to enable the Individual to arrange their own care and support.

Where Personal Assistants are employed, the Individual or their Authorised Person is the legal employer.

Successful suppliers will be made available for selection by the Council's Service users, who will contact and contract with those successful suppliers through this Framework Agreement.

**Dynamic market dates (estimated)**

14 November 2025 to 1 December 2026

**Main procurement category**

Services

**CPV classifications**

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

## **Contract locations**

- UKH31 - Southend-on-Sea

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## **Using the dynamic market**

### **Contracting authorities that may use the dynamic market**

Establishing party only

### **Tender notice provision when using this dynamic market**

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### **Maximum percentage fee charged to suppliers**

0%

### **Information about fees charged to suppliers**

No Fees will be charged to suppliers through this Agreement.

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## **Participation**

### **Legal and financial capacity conditions for membership**

Insurance Coverage required upon Contract Award.

Verification methods:

Copies of relevant insurance information.

No requirement for Audited accounts.

## **Technical ability conditions for membership**

Previous experience delivering similar services is required, but not necessarily within the Public Sector or with Local Government Organisations/Contracting Authorities.

Verification methods:

Up to three examples of previous experience, or if no experience, demonstratable capacity and ability to carry out the service.

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

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

<https://procurement.southend.gov.uk/>

The above is the ProContract Link, which will instruct bidders to both register with the E-Sourcing Platform, and how to find the opportunity to register an interest and bid.

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Special regime

Light touch

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## Documents

[Part A3 - E-Procurement Supplier Guide.pdf](#)

Attached is a user guide to access the suite of documentation and to express and interest in the opportunity. It will also contain instructions regarding how to register to the E-Sourcing platform, and to search for the opportunity.

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## Contracting authority

## **Southend-on-Sea City Council**

- Public Procurement Organisation Number: PJDT-6566-GZNX

Civic Centre, Victoria Avenue, Southend On Sea, Essex

Southend On Sea

ss2 6fa

United Kingdom

Email: [procurementops@southend.gov.uk](mailto:procurementops@southend.gov.uk)

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government