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Tender

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

Southend-on-Sea City Council

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

Notice identifier: 2025/S 000-073844

Procurement identifier (OCID): ocids-h6vhtk-05e122

Published 14 November 2025, 10:29am

### **Scope**

### **Reference**

DN797441

### **Description**

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

## **Commercial tool**

Establishes an open framework

A series of frameworks with substantially the same terms. Awarded suppliers are carried over and new suppliers can bid.

## **Total value (estimated)**

- £450,000 excluding VAT
- £520,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 19 May 2026 to 20 May 2026
- 2 days

## **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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## **Framework**

### **Open framework scheme end date (estimated)**

20 May 2026

### **Maximum number of suppliers**

Unlimited

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

0%

## **Further information about fees**

No fees will be charged to suppliers.

## **Framework operation description**

Suppliers will complete two assessment when submitting a bid to the Framework. Quality questions (Technical Evaluation) will not be used to evaluate bidders, and bidder will not be scored or ranked.

Part 1 Assessment is the Project Specific Questionnaire which shall be used to evaluate a supplier's suitability to be a provider for the services required. General business information will also be collected.

Part 3 Assessment is the Commercial Questionnaire, where bidders will submit their pricing information. Bidders will not be scored or compared in this stage, but pricing information will be provided to service users for their informed selection of a provider to provide direct payments.

Failing Part 1 and/or Part 2 Assessments will result in the bid being evaluated as non-compliant, and the bidder's submission will not be considered for award in the round under evaluation. Bidders will have the chance to submit bids to future rounds, and each round is evaluated separately.

As stated above, bidders will be selected by service on the basis of the costs provided in Part 3 Assessment.

## **Award method when using the framework**

Without competition

## **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Conditions of participation**

Suppliers will be required to evidence previous experience working in a similar service or project, but not necessarily within the Public Sector or with a Local Government Authority. Suppliers without the required experience will be required to evidence they have the skills and expertise to perform the required services.

Suppliers who have been awarded a position on the framework will need to provide the required insurances, but not before award and can pledge to have these in place at award.

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

17 May 2026, 12:00pm

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

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

Please use the E-procurement Supplier Guide attached to this Notice to access the platform and the requirement. Suppliers will be required to express their interest (EOI) to gain access to the Project within the system.

Suppliers will be required to sign-up and register with Procontract. This is a simple process and support is offered by the site's owner if required.

Please make sure that you review the guidance documentation carefully, and ensure your response meet the criteria of the question or assessment you are responding to.

As a Dynamic Market, the Council will use Rounds to evaluate suppliers, each with their own deadline. These timelines will be communicated on the e-sourcing platform. Bidder's who fail in one round are able to re-submit in another round. Each submission is specific and therefore there can be no cross over in what the Council evaluates.

PLEASE NOTE: The Submission Deadline included is for Round 1. Further Rounds will be used, and the submission deadlines will reflect each round, at the Authority's discretion.

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

Yes

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### **Award criteria**

The award criteria for this Framework has been stated previously in this notice.

Part 1 and Part 3 Assessments are Pass/Fail, and bidders are not compared or ranked. Instead, suppliers awarded a place on the Framework will be selected by Service Users on the basis of their Pricing Information.

Contracts between the awarded suppliers and the service users will not be bound by the timescales of this Framework Agreement. These contracts procured through the Framework Agreement will be able to exist past the Framework Agreement expiry.

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### **Procedure**

## **Procedure type**

Below threshold - by reference to dynamic market

## **Dynamic market being used**

[Dynamic Market for Direct Payment Payroll and Managed Account Services](#)

## **Special regime**

Light touch

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## **Documents**

### **Associated tender documents**

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

This is a step by step user guide where bidders can sign-up to the Council's E-sourcing provider and access the project and the associated tender and contractual documentation.

Bidders should search for this requirement within the e-sourcing platform by using the name of this procurement: Dynamic Market for Direct Payment Payroll and Managed Account Services.

Bidders should make use of the help functions listed on this document if they have any issues signing up to the E-Sourcing platform ProContract.

[Part A1 - ITT Document \(Payroll Framework Agreement\).docx](#)

This is the ITT Document, or bidder's guide, to the Dynamic Market. Please note that all documents and procedures are subject to change during the tender process, and will be updated on the Project page on the e-sourcing platform.

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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