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Tender

## **Invitation to Tender to provide a HR and Payroll System solution (5-year contract)**

East Kent Colleges Group

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

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Procurement identifier (OCID): ocids-h6vhtk-05d6e8

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## **Scope**

### **Description**

As a family of six community-based colleges across East Kent, EKC Group's mission is to play a leading role for East Kent in developing the economic and social prosperity of the communities we serve.

The Group's current Human Resources and Pay Roll system is being phased out by the supplier from 31 March 2026 and this has bought forward a planned procurement exercise for these solutions.

The Group employs over 1500 staff and provides HR and payroll services for our sister EKC Schools Trust, which has 700 employees over 15 schools. We have a wholly owned subsidiary that runs a Hotel which has 41 employees and a Tronc Scheme of 51 employees.

At present the Group has proprietary software for performance management, leave and expenses claims and a third-party recruitment and onboarding system (e-ploy). Whilst these could be maintained this tender includes the potential to include these elements

within the overall software supplied.

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

- £425,000 excluding VAT
- £510,000 including VAT

Above the relevant threshold

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

- 1 April 2026 to 31 March 2031
- 5 years

### **Options**

The right to additional purchases while the contract is valid.

There may be additional software solutions that the supplier may provide that the buyer may be interested in as well as consultancy services or the like.

### **Main procurement category**

Services

### **CPV classifications**

- 48000000 - Software package and information systems
- 98300000 - Miscellaneous services

## **Contract locations**

- UKJ44 - East Kent

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## **Participation**

### **Legal and financial capacity conditions of participation**

A service provider that offers HR and Payroll systems to Further Education, Higher Education and/or Multi Academy Trust education providers.

### **Technical ability conditions of participation**

Suppliers must hold Cyber Essentials, with Cyber Essentials + preferred.

The systems must be Multi-Factor Authentication (MFA) compliance and offer Single Sign On capability.

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

11 November 2025, 5:00pm

## **Submission type**

Tenders

## **Tender submission deadline**

24 November 2025, 5:00pm

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

<https://www.ekcgroup.ac.uk>

All questions and queries are to be directed to:-

[Naomi.Morris@eastkent.ac.uk](mailto:Naomi.Morris@eastkent.ac.uk)

Tenders submissions ONLY must be returned via email to [tenders.corporate.services@ekcgroup.ac.uk](mailto:tenders.corporate.services@ekcgroup.ac.uk) on 24/11/2025 before 5pm.

Suppliers may return their tenders before this date but should do so via a passworded One Drive link. The password should then be provided after 5pm on 24/11/2025 via email to [tenders.corporate.services@ekcgroup.ac.uk](mailto:tenders.corporate.services@ekcgroup.ac.uk)

Late tender bids will not be considered.

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

**Award decision date (estimated)**

10 December 2025

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Customer Requirements	See the tender pack for full details of the customer requirements.	Quality	50%
Price		Price	30%
Added Value	See the tender pack for full details of the customer requirements.	Quality	10%
Corporate Social Responsibility	See the tender pack for full details of the customer requirements.	Quality	10%

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**Other information****Conflicts assessment prepared/revised**

Yes

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**Procedure****Procedure type**

Competitive flexible procedure

## **Special regime**

Utilities

## **Competitive flexible procedure description**

The tender process will be run using two rounds.

The First Round will be carried out as a written submission which tenderers satisfy the tender requirements of the legal services being sought, and meet, the evaluation criteria above.

Following assessment, the top three tender scores will be shortlisted to participate in the Second Round.

The Second Round will consist of a virtual (MS Teams) one-hour interview, consisting of presentation and panel questions.

Final Scoring will consist of an aggregation of First Round and Second Round scores at ratio of 75% to 25%.

The top score following aggregation will be put forward for consideration subject to the internal approval process, relevant due diligence checks and/or references.

Even in the event of a tender receives the top score, EKC will be under no obligation to enter into contact with the relevant bidder until the internal approval processes have been completed.

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## **Documents**

### **Associated tender documents**

[EKC Group HR and Payroll System 2025.zip](#)

[Payroll Requirements \(accessible vrs\).docx](#)

Payroll Requirements (accessible vrs) document  
available for download due to zip version error.

[HR System Expanded Requirements - Appendix.docx](#)

An expanded list of HR System preferred features and functionality.  
Consider these as part of tender submission preparation.

[Clarifications and Guidance 1 - EKC Group Responses.docx](#)

Clarifications and Guidance Document 1 - EKC Group Response

[Clarifications and Guidance 2 - EKC Group Responses.docx](#)

Clarification and guidance 2 - EKC Group Response

[Clarifications and Guidance 3 - EKC Group Responses.docx](#)

Clarifications and guidance document 3

[Clarifications and Guidance 4 - EKC Group Responses.docx](#)

Clarifications and Guidance Document 4 - EKC Group Response

[Clarifications and Guidance 5 - EKC Group Responses.docx](#)

Clarifications and Guidance Document 5 - EKC Group Response

[Clarifications and Guidance 6 - EKC Group Responses.docx](#)

Clarifications and Guidance 6 - EKC Group Responses

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## **Contracting authority**

### **East Kent Colleges Group**

- UK Register of Learning Providers (UKPRN number): 10006570
- Public Procurement Organisation Number: PYPY-4814-DDBH

Ramsgate Road

Broadstairs

CT10 1PN

United Kingdom

Contact name: Naomi Morris

Email: [Naomi.morris@eastkent.ac.uk](mailto:Naomi.morris@eastkent.ac.uk)

Region: UKJ44 - East Kent



Organisation type: Public authority - sub-central government