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Tender

## **Provision of Payroll Services for St Thomas Catholic Academies Trust**

ST THOMAS CATHOLIC ACADEMIES TRUST

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

Notice identifier: 2025/S 000-081700

Procurement identifier (OCID): ocds-h6vhtk-05eda3

Published 10 December 2025, 5:04pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **Scope**

#### **Description**

St Thomas Catholic Academies Trust is undertaking this procurement process to source a suitable provider that can operate all aspects of the Trust's payroll and pension administration for all their schools and any schools that may join the Trust in the future.

Over the past few years the Trust has changed significantly by growing to 17 schools and as such the requirements of the payroll and personnel services have evolved, and now the Trust is moving to re-tender the contract to meet new demands.

Each school is responsible for managing their workforce and checking payroll data, with top-level oversight coming from the Trust.

STCAT schools are based within varying areas which means that the support staff workforce is enrolled in various pension schemes with differing local authorities. A provider who can understand these nuanced differences and ensure that the service is flexible yet remaining consistent, will be paramount to the success of the contract.

Amongst current frustrations is the lack of easily accessible and interrogable workforce data and a lack of interoperability between the HR/Payroll service and other core systems such as the school MIS, or financial management software. Although not a firm requirement, it would be beneficial if the new service could offer such functionality.

The number of schools is due to increase shortly from 17 to 20, plus the Central Team, and the Trust requires a system to manage that change.

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

- £550,000 including VAT

Above the relevant threshold

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

- 1 September 2026 to 31 August 2029
- Possible extension to 31 August 2031
- 5 years

Description of possible extension:

Up to 2 year extension, on a +1year, +1year basis.

## **Main procurement category**

Services

## **CPV classifications**

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

## **Contract locations**

- UKH2 - Bedfordshire and Hertfordshire
- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

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## **Submission**

### **Enquiry deadline**

5 January 2026, 12:00pm

### **Submission type**

Requests to participate

### **Deadline for requests to participate**

7 January 2026, 12:00pm

## Submission address and any special instructions

Submission instructions are included in the PSQ; all completed PSQ submissions are to be sent to [gail@panacheconsultancy.co.uk](mailto:gail@panacheconsultancy.co.uk)

by the deadline stipulated.

<https://www.panacheconsultancy.co.uk>

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

31 March 2026

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## Award criteria

| Name    | Type    | Weighting |
|---------|---------|-----------|
| Quality | Quality | 70%       |
| Cost    | Cost    | 30%       |

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## Other information

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Special regime**

Light touch

### **Competitive flexible procedure description**

The procurement process follows a two stage 'Competitive Flexible' approach, beginning with a Procurement Specific Questionnaire (PSQ) stage followed by an Invitation to Tender (ITT) stage after shortlisting.

This process is managed under the Light Touch Regime, and the Trust reserves the right to refine the award criteria throughout.

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## **Documents**

### **Associated tender documents**

<https://www.dropbox.com/scl/fo/9wj8xrno7ujyg541k3ovd/AH6phcBPgaZkMn3KuNK1VIs?rlkey=soxo9gzaepifur0uqacjaaewv&st=lowfsi1g&dl=0>

Interested parties are to complete a Procurement Specific Questionnaire, which can be accessed via the dropbox link provided. If you have any queries, please contact

[gail@panacheconsultancy.co.uk](mailto:gail@panacheconsultancy.co.uk)

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## **Contracting authority**

### **ST THOMAS CATHOLIC ACADEMIES TRUST**

- Companies House: 09660515
- Public Procurement Organisation Number: PWQV-9459-HGGG

St Martin De Porres Catholic Primary School

Luton

LU4 0PF

United Kingdom

Contact name: Payroll Procurement Team

Email: [gailheath@panacheconsultancy.co.uk](mailto:gailheath@panacheconsultancy.co.uk)

Region: UKH21 - Luton

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### **PANACHE CREATIVE LIMITED**

Summary of their role in this procurement: Panache, catering services consultants, are assisting St Thomas Catholic Academies Trust with the facilitation of this tender exercise, as a supporting role only.

- Companies House: 07723278
- Public Procurement Organisation Number: PJBH-9519-QWJG

Midway House Herrick Way, Staverton Technology Park

Cheltenham

GL51 6TQ

United Kingdom

Email: [gailheath@panacheconsultancy.co.uk](mailto:gailheath@panacheconsultancy.co.uk)

Website: <http://www.panacheconsultancy.co.uk>

Region: UKK13 - Gloucestershire

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## Contact organisation

Contact PANACHE CREATIVE LIMITED for any enquiries.