

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/083461-2025>

Tender

HR and Payroll Solution

South Staffordshire College

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

Notice identifier: 2025/S 000-083461

Procurement identifier (OCID): ocids-h6vhtk-05f6ed

Published 16 December 2025, 3:13pm

Scope

Reference

SSC25-01

Description

South Staffordshire College (the Authority) operates 5 campus sites in South Staffordshire: Cannock College, Lichfield College, Rodbaston College, Tamworth College and TORC College.

The objective of the procurement is to re-procure a HR and Payroll Solution to:

Streamline and automate HR, people management and payroll operations.

Ensure compliance with UK statutory requirements (e.g. PAYE, NI, pensions, HMRC submissions).

Maintain high standards of data protection and information security in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

Improve reporting, analytics, and decision-making capabilities.

Please refer to the Invitation to Tender and associated Appendices for further information.

Total value (estimated)

- £220,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 20 April 2026 to 19 April 2029
- Possible extension to 19 April 2031
- 5 years

Description of possible extension:

Option to extend for up to 12 months plus additional optional extension of up to 12 months.

Main procurement category

Services

CPV classifications

- 48100000 - Industry specific software package
- 48450000 - Time accounting or human resources software package
- 79631000 - Personnel and payroll services

Contract locations

- UKG - West Midlands (England)
-

Participation

Legal and financial capacity conditions of participation

Please see the Invitation to Tender.

Technical ability conditions of participation

Please see the Invitation to Tender.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

12 January 2026, 12:00pm

Tender submission deadline

26 January 2026, 12:00pm

Submission address and any special instructions

All instructions on how to apply for and submit a tender are contained within the Invitation to Tender.

It is the Tenderers responsibility to email an Expression Of Interest (EOI) to tenders@southstaffs.ac.uk before the deadline 12/01/2026 12:00 to ensure they receive the complete set of clarification questions and responses.

If the Tenderer does not submit an EOI by the 12/01/2026 12:00 they WILL NOT receive the complete set of ALL clarification questions and responses.

Only Offers submitted prior to the closing date and time to the email address tenders@southstaffs.ac.uk will be regarded by both parties as a bona fide Tender.

Offers may be submitted at any time prior to the closing date and time specified.

Offers received before the deadline will be retained unopened until the opening date.

Any Offers received after the deadline may be rejected at the Authority's discretion.

Please refer to the Invitation To Tender for further details.

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

27 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 20 April 2029

Award criteria

Name	Description	Type	Weighting
Quality	Please see the Invitation to Tender.	Quality	70%
Price	Please see the Invitation to Tender.	Price	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[0.1 Invitation To Tender HR & Payroll Solution 25-01.pdf](#)

[0.2 Appendix 1A Stage 1 Procurement Specific Questionnaire Tender Response Document.xlsx](#)

[0.3 Appendix A2 Stage 2 Method Statements Tender Response Document 25-01.docx](#)

[0.4 Appendix B Specification 25-01.pdf](#)

[0.5 Appendix C Service Level Agreement 25-01.docx](#)

[0.6 Appendix D Contract Terms - SSC-Supplier-Terms 25-01.pdf](#)

[0.7 Appendix D Data Processing Agreement 25-01.docx](#)

[0.9 Appendix G Pricing Locked 25-01.xlsx](#)

[10. Appendix H Commercially Sensitive Information 25-01.docx](#)

[11. Appendix I Certificate of Non Collusion 25-01.docx](#)

[12. Appendix J Clarification Question Template 25-01.docx](#)

[13. Appendix K Tender Scoring Methodology HR & Payroll Solution 25-01.pdf](#)

[0.8 Appendix F Form of Tender 25-01 \(2\).docx](#)

Contracting authority

South Staffordshire College

- UK Register of Learning Providers (UKPRN number): 135658
- Public Procurement Organisation Number: PBDN-5365-BPCR

RODBASTON HALL

PENKRDIGE

ST19 5PH

United Kingdom

Contact name: Naomi Hughes

Telephone: 0300 456 2424

Email: tenders@southstaffs.ac.uk

Website: <https://www.southstaffs.ac.uk>

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government

