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Tender

## **ScotRail Finance and Payroll Services**

ScotRail Trains Limited

F05: Contract notice – utilities

Notice identifier: 2025/S 000-084517

Procurement identifier (OCID): ocds-h6vhtk-05f971

Published 18 December 2025, 3:15pm

### **Section I: Contracting entity**

#### **I.1) Name and addresses**

ScotRail Trains Limited

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Email**

[sheryl.s.cupples@scotrail.co.uk](mailto:sheryl.s.cupples@scotrail.co.uk)

#### **Telephone**

+44 3448110141

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

[www.scotrail.co.uk](http://www.scotrail.co.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30589](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30589)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

**I.6) Main activity**

Railway services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

ScotRail Finance and Payroll Services

Reference number

SR-PACT-PROJ-673

#### **II.1.2) Main CPV code**

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

ScotRail currently operates an out-sourced Shared Service Centre providing finance and payroll service functions. Whilst ScotRail are looking to engage the market and understand the capabilities of potential suppliers to provide these services in the future, we are also exploring other options including insourcing of both finance and payroll services.

This procurement will help shape our strategy for the future of our finance and payroll functions. Should the outsourcing model be approved, ScotRail plan to launch an ITN early next year.

Prospective suppliers who have the capacity and capability are asked to access our procurement portal Wax Digital to complete the Pre-Qualification Questionnaire (PQQ).

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

## Finance Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79211000 - Accounting services
- 79211120 - Sales and purchases recording services
- 66122000 - Corporate finance and venture capital services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

Glasgow/Scotland/UK

### **II.2.4) Description of the procurement**

ScotRail Trains Limited are looking for a provider of Finance Services for the provision of Accounts Payable, Accounts Receivable, Treasury and VAT services.

An effective Finance Services provision is essential in ensuring suppliers are paid accurately and on time; customers are invoiced promptly and debts collected; and VAT returns are made accurately and in line with HMRC rules and regulations. The Finance Services provision should deliver a service which works seamlessly with the business and be viewed as an extension to the in-house Finance department.

Associated tasks to be administered by the provider will include but are not limited to the following-

- Process AP invoices daily
- Prepare a twice a week BACS payment run
- Prepare manual CHAPs payment runs as required
- Resolve invoice queries from suppliers, liaising with ScotRail requisitioners when

required

- Raise AR invoices as required, which includes regular tenant income contracts as well as ad hoc other services
- Post journals as required into finance system (cash journals, AP journals, etc)
- Prepare 12 VAT returns per year based on special periods (aligning with the 4 week rail periods)
- Provide VAT support when processing both AP and AR invoices
- Period end reporting and prepare key reconciliations on a periodic basis (13 periods based on 4 week rail periods)
- MI reporting

ScotRail currently uses Advanced products (Open Accounts and EBIS) for their finance related systems and will provide licence access to these systems. However, the finance system may be subject to change over the life of the contract where ScotRail review their systems strategy for this service and are required to conduct a tender for the system in the future.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 periods of up to 12 months as optional extensions

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 50

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

For more information and to complete the Pre Qualification Questionnaire (PQQ) please access our Wax e-sourcing portal here - <https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

## **II.2) Description**

### **II.2.1) Title**

Payroll Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79211110 - Payroll management services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

Glasgow/Scotland/UK

### **II.2.4) Description of the procurement**

ScotRail trains are looking for a provider of Payroll Services for the processing of a payroll

for circa 6,000 active employees on a 4 weekly pay cycle.

An effective payroll provision is essential in ensuring employees are paid accurately and on time, maintaining compliance with tax and legal requirements, and providing accurate data and reporting information as required. The payroll service should deliver a seamless employee experience and support employee engagement and trust in ScotRail as an employer.

Associated tasks to be administered by the provider will include but are not limited to the following:

- Processing salary payments for rostered and non-rostered staff every 4 weeks
- Processing additional payments including overtime
- Ensuring compliance with all HMRC regulations
- Processing sick pay entitlements
- Processing payment for family friendly leave
- Implementing pay awards in a timely manner to ensure positive employee relations are maintained with the four Trade Unions
- Process changes to employee Terms & Conditions as required
- Updating payroll records periodically to ensure accurate payment to employees
- Responding to queries from employees by phone and email
- Process payments to third parties and complete the associated administrative tasks
- Pension scheme administration
- Processing P11D's
- MI reporting

ScotRail currently uses iTrent for payroll and will provide licence access to the system. However, the payroll system may be subject to change over the life of the contract where ScotRail review their systems strategy for this service and are required to conduct a tender for the system in the future

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Negotiated procedure with prior call for competition

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

19 January 2026

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

27 February 2026

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

For more information and access to our PQQ please access our Wax e-sourcing portal here - <https://scotrail.wax-live.com/S2C/DisplayModules/TradeModules/Negotiations/Opportunities/ListEvents.aspx>

(SC Ref:818982)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court of Justiciary

Glasgow

Country

United Kingdom