

The Priestley Academy Trust

INVITATION TO SUBMIT A PROPOSAL for the Provision of Payroll

Submission deadline – 15th August 2025

Contact:

**Rowena Dixon
Chief Finance Officer**

rowena.dixon@priestley.academy

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1. Introduction

- 1.1. The Priestley Academy Trust (PAT) (the Trust) was established in October 2016 and currently comprises six primary schools located in the Manningham area of Bradford, West Yorkshire.
- 1.2. We are seeking provision of Payroll services for the period beginning 1st April 2026.
- 1.3. We are looking to appoint a Payroll service provider to:
 - 1.3.1. Deliver a reliable and comprehensive service to meet the needs of the Trust that ensures that it meets its statutory obligations for its employees.
 - 1.3.2. Deliver a comprehensive payroll service that ensures all staff are paid accurately and on time.
- 1.4. Further details setting out the Trust requirements can be found on the specification in **Appendix 3**.

2. Tender Process and Timeline

- 2.1. We are inviting providers of payroll services to tender for a contract period of 3 years, renewable on an annual basis, at the discretion of the Trustees, for up to a further 2 years.
- 2.2. Bids should be submitted by email to tenders@priestley.academy no later than **noon on Friday 15th August 2025**.
- 2.3. Submissions received after the deadline will not be considered.
- 2.4. Tenderers should ensure that they allow enough time to submit their bid response. **The Trust will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**
- 2.5. Please study the documentation carefully. If you are in any doubt as to any aspect of the brief or require clarification of any part of the document please contact Rowena Dixon, Chief Finance Officer. The deadline for questions of clarification from providers is **Monday 28th July 2025**.
- 2.6. Tenders will only be considered if they provide competitive prices strictly in accordance with the brief.
- 2.7. **Contract Terms** - Irrespective of the detailed contract terms and conditions provided by a potential service provider, the details contained within this tender and specification document will form part of the terms and conditions of the contract.
- 2.8. **Please note:** the Trust's Finance, Audit and Risk Committee expects to appoint the successful bidder at their meeting on **Monday 29th September 2025**.

Timeline	
Monday 14 th July	Invitation to tender issued
Monday 28 th July 1800 hours	Deadline for questions
Friday 15th August, noon	Submission deadline
Wednesday 27 th August	Bidders notified of shortlisting decision
Tuesday 9 th September	Company presentations
Tuesday 30 th September	Outcome communicated to shortlisted companies no later than this date.

3. Freedom of Information

- 3.1. In accordance with the **Freedom of Information Act 2000**, public organisations must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the Tenderer's or the Trust's

commercial interests. These categories are exemptions under which information may not be disclosed.

- 3.2. It will be the Tenderers' responsibility to clearly state in their bid submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the organisation prior to submission.
- 3.3. Tenderers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the organisation may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to the Information Commissioner's Office, the Government organisation responsible for the Act.
- 3.4. You will also need to provide with your submission a contact within your organisation to ensure that, should we need to consult on a Freedom of Information request, we can do this promptly. If we are unable to contact anyone to consult we may have to release the information to ensure that we remain within the 20 working days deadline.

4. Evaluation Criteria

- 4.1. All the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between technical expertise and a firm commitment to meeting all of the Trust's requirements. The Trust will select the best value for money tender (using a price:quality ratio of 40:60) considering the following factors:
 - Technical expertise
 - Cost
 - Proven experience of working within the Academies' sector.
 - Bid quality/compliance
- 4.2. **NOTE:** the above criteria are not listed in relative order of importance.
- 4.3. The suppliers with the three highest scores will be invited to attend the Trust Central Team Office to deliver a presentation of their platform and answer questions from representatives of the Trust.
- 4.4. The Trust shall be under no obligation to accept the lowest or any tender submitted hereunder.
- 4.5. The Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer's bid.

5. Price Schedule

- 5.1. The Trust requires an itemised proposal of the full-year cost. Where different rates are applicable to different aspects of the service, or to different personnel, this should be disclosed.
- 5.2. All pricing submitted is to include all costs including anticipated expenses.
- 5.3. Prices should be fixed for the initial contract period of three years. Details of the policy on price changes in the case of the supplier being reappointed for years 4 to 5 should be included (e.g. price plus inflation, RPI, CPI etc.)

Priestley Academy Trust Details

- Address Trust Central Office, Green Lane, Bradford, BD78 8HT
- Telephone 01274 009030
- Website: www.priestley.academy
- Sector Status Multi Academy Trust
- Company no. 10410830
- Date of incorporation October 2016
- No of schools Six primary schools
- Chief Executive Officer Mathew Atkinson
- Director of Operations Anne-Marie Holdsworth
- Chief Finance Officer Rowena Dixon
- Staff Numbers (June 2025) 140 Teaching Staff (128.8 FTE)
239 Support Staff (149.7 FTE)

School (all Primary)	Teachers		Support Staff		Total	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Atlas	11	10.6	20	15.2	31	25.8
Green Lane	29	26.4	58	40.8	87	67.2
Lilycroft	21	19.1	35	22.4	56	41.5
Margaret McMillan	33	31.4	52	27.2	85	58.6
1Miriam Lord	21	18.9	36	18.5	57	37.4
Westbourne	23	20.4	33	20.9	56	41.3
Central Team	2	2.0	5	4.7	7	6.7
Total	140	128.8	239	149.7	379	278.5

Information Required**1. About your Company**

- Briefly outline your firm/company's credentials to provide Payroll support services for the Trust.
- Demonstrate your firm/company's experience as a Payroll service provider for:
 - Academies and independent schools
 - Other education establishments
 - Companies with charitable status
- Please feel free to attach your company literature, service level agreement details and general specification but please also make sure to complete our tender specification to allow us to compare all submittals fairly.

2. About your Personnel

- Please specify the personnel who would be assigned to the Payroll support team, their professional qualifications and work base/office location.
- Please provide a simple team organisation structure.

3. Payroll service specification

- Please complete the summary specification (**Appendix 3**) to demonstrate which of our requirements you are able to provide. Please provide accompanying information to support your responses as required.

4. Pricing

- Please complete the attached Pricing Schedule (**Appendix 4**) and confirm that prices quoted are fixed and inclusive of expenses and disbursements for the first full year.
- Please confirm your approach to any price changes in the fourth and subsequent years should the firm / company be reappointed.

5. References

- Please give names, addresses and contact details of two referees in the education sector, at least one of which should be an academy trust, if possible.

6. Added value

- Please give details of any other support/services provided to clients designed to add value to your relationship (**Appendix 4**).