

The Priestley Academy Trust Payroll Procurement

Log of questions received from suppliers and responses given.

Question	Response
"There is reference to an implementation plan in the scoring methodology. However, I cannot see an obvious space to include this within Appendix 2. Where should this be included?"	Inconsistency is acknowledged and ITT amended so that it now requires an implementation plan to be submitted.
"Could you please confirm whether there are any word count or page limits for responses to the questions within the tender submission?"	There is no word count as such, but I would encourage you to keep your answers reasonably concise, so that it's easy for us to find what we are looking for.
"Within the payroll tender specification, you have indicated a requirement for integration with your existing HR solution, SAM People. As part of our proposal, we offer a core HR solution as standard. Would the Trust be open to considering this?"	No, we are not interested in changing our HR platform at the moment.
"Additionally, could you please confirm who / how you currently process your payroll?"	We currently outsource our payroll processing to a third party provider.
"•Administration and update of records relating to new starters, changes to contracts and leavers . Does this mean you are looking for a service that will do payroll input on your behalf, based on an instruction provided by the school(s)?"	Yes.
"•Provide an online portal for monthly data changes e.g. overtime . Does this mean you want your employees to have self-service access to input their overtime themselves? Or do you want admin staff in schools to be able to input overtime on their behalf?"	The intention is not for all staff to be able to enter data to the system but that admin staff would submit details of any overtime hours worked through the payroll platform. The payroll provider would calculate the correct amount of pay based on the hours provided.
"•Provide an online portal for access to payroll data, including a comprehensive report suite . In this context does 'access' mean on a read-only basis, or do you want admin staff in schools to be able to input starters, changes and leavers themselves?"	We envisage admin staff submitting details of new starters, leaver, contract changes etc through an online portal, with the payroll provider making all the necessary calculations and data input to the system to make that happen. We don't envisage admin staff being able to create or amend employee records directly. Other staff should be able to view their own payslips and data held about them on the system. Managers should be able to run reports from the system to help provide appropriate management information for various purposes.
"Could you please advise whether there is a need to calculate pension scheme contributions and employment benefits for staff? Additionally, is the scheduled pay run monthly?"	Yes, the payroll provider will be expected to calculate pension scheme contributions for members of the Teachers' Pension Scheme and the West Yorkshire Pension Fund. There are no other staff benefits. Payroll is processed on a monthly basis.
"1.Can the references and case study examples be for the same school/Trust – or do you require 4 different customers."	There is no reason why you couldn't use the same customer for a reference and for a case study.
"2.Can you confirm your pay date (s)."	All our staff are paid on the 26th of the month, although this moves to the next earliest date when the 26th falls on a non-working day. It is also established practise to bring forward the pay date in December by a week or so.
"3.Can you confirm the name of your local government pension scheme."	West Yorkshire Pension Fund.
"4.Do you apply the standard education employee terms and conditions across the Trust."	Yes.
"5.Can you confirm the incumbent provider."	Payroll is currently outsourced to Dataplan (part of IRIS group).
"Advise on taxable benefits and expenses and general tax compliance issues : what level of advice are you expecting, could you provide an example."	Examples: requirements for P11Ds; tax aspects of salary sacrifice including AVCs and cycle to work schemes; general queries relating to tax code changes.
"In terms of volumes - how many maternities are processed annually."	This is highly volatile and past numbers won't provide any indication of future occurrences.

"Apply the Trust's financial procedures where applicable – Could you provide some further detail on this requirement."	<ul style="list-style-type: none"> - Our financial procedures allow for more than one named approver of the monthly payroll per school, so we would need the payroll platform to be able to accommodate that. This would typically be two people from the school and a person from the trust's central team as a second backup. - The payroll provider should not process the payroll until it has been approved by one of the named approvers. - The payroll provider should allow sufficient time for each month's payroll to be checked and verified prior to the deadline for approval. - The payroll provider would need to facilitate adjustments to future month's pay in the event of staff being over or underpaid in a particular month.
"Retention of payroll records for six years, compliant with statutory requirements – We have assumed this is from the start of the suppliers' contract with the Trust and not historical records – is this assumption correct."	Yes.
"Integration with SAM People – Can you confirm which system you expect to hold the master record. Do you expect one- or two-way flows of data. Which method do you wish to use e.g. API or Secure File Transfer."	This requirement is aspirational and we are looking for integration to reduce the amount of data entry into multiple systems. We would expect SAM People to hold the master record. API would be preferred. Further details about data flows etc would be discussed with the payroll provider.
"Please confirm what budget software you use?"	IMP
"Please confirm what finance software is in place for the Payroll Costing Uploads?"	Our finance system is Access Finance.
"Appendix 3 point Administration and update of records relating to new starters, changes to contracts and leavers - It is normal for our customers to update the portal directly, and then the team add value by checking all entries and generating the payroll from these changes. Is this what you are expecting?"	We envisage admin staff submitting details of new starters, leaver, contract changes etc through an online portal, with the payroll provider making all the necessary calculations and data input to the system. We don't envisage admin staff being able to create or amend employee records directly.
"Do the schools have a consistent MIS in place and what is it?"	Arbor