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**United Kingdom-Chester: Payroll management services
2018/S 242-552933**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

NHS Countess of Chester Hospital
Liverpool Road
Chester
CH2 1UL
United Kingdom
Telephone: +44 1244365143
E-mail: james.flood1@nhs.net
NUTS code: UK

Internet address(es):

Main address: www.nhssourcing.co.uk

I.1) Name and addresses

The eligible users of the proposed framework agreement are available for unrestricted and full direct access, free of charge, at: www.nhssourcing.co.uk
UK

United Kingdom

E-mail: info@coch-cps.co.uk

NUTS code: UK

Internet address(es):

Main address: www.nhssourcing.co.uk

I.2) Information about joint procurement

The contract involves 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: www.nhssourcing.co.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.nhssourcing.co.uk

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

National Framework Agreement for a Managed Service for the Provision of Payroll and Pension Services
Reference number: F/022/PAY/19/JF

II.1.2) Main CPV code

79211110

II.1.3) Type of contract

Services

II.1.4) Short description:

The Countess of Chester Hospital NHS Foundation Trust's Commercial Procurement Service wishes to establish a framework which will allow NHS authorities and other public sector bodies to procure a payroll and pensions service from a multi supplier framework with a catalogue call-off mechanism and as such no form of further competition will be required.

Further details are provided in the Invitation to Tender accompanying this Contract Notice, which can be viewed at www.nhssourcing.co.uk

II.1.5) Estimated total value

Value excluding VAT: 50 000 000.00 GBP

II.1.6) Information about lots

This contract is divided into lots: no

II.2) Description

II.2.1) Title:

II.2.2) Additional CPV code(s)

30200000

II.2.3) Place of performance

NUTS code: UK

II.2.4) Description of the procurement:

The Countess of Chester Hospital NHS Foundation Trust's Commercial Procurement Service wishes to establish a framework which will allow clients to seek providers of payroll and pension services, who are able to provide accurate and timely payments to their employees. This will typically include issuing monthly payments to each staff member and may include making and recovering advance payments, upon bespoke request. The service provider will be required to be responsible for output of the client authorities Standard Electronic Staff Record (ESR) to their nominated financial services team/supplier. Service providers will be expected to offer first line customer service directly to client authorities' employees to resolve any pay discrepancies, including expenses payments and any variation payments which may occur.

II.2.5) Award criteria

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

II.2.6) Estimated value

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

Duration in months: 48

This contract is subject to renewal: no

- II.2.10) **Information about variants**
Variants will be accepted: no
- II.2.11) **Information about options**
Options: no
- II.2.12) **Information about electronic catalogues**
- 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**

Section III: Legal, economic, financial and technical information

- III.1) **Conditions for participation**
 - III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**
 - III.1.2) **Economic and financial standing**
Selection criteria as stated in the procurement documents
 - III.1.3) **Technical and professional ability**
Selection criteria as stated in the procurement documents
 - III.1.5) **Information about reserved contracts**
- III.2) **Conditions related to the contract**
 - III.2.1) **Information about a particular profession**
 - III.2.2) **Contract performance conditions:**
 - III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

- IV.1) **Description**
 - IV.1.1) **Type of procedure**
Open procedure
 - IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
The procurement involves the establishment of a framework agreement
Framework agreement with several operators
 - IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
 - IV.1.6) **Information about electronic auction**
 - 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.2.1) **Previous publication concerning this procedure**
 - IV.2.2) **Time limit for receipt of tenders or requests to participate**
Date: 16/01/2019
Local time: 14:00
 - IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
 - 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: 3 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Date: 17/01/2019

Local time: 09:00

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

Royal Courts of Justice

London

United Kingdom

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

The Countess of Chester Hospital NHS Foundation Trust will incorporate a standstill period at the point information on the award of the Framework Agreement is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the Framework Agreement is entered into.

The Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**

12/12/2018