



LIONHEART
EDUCATIONAL
TRUST

Payroll Services
Invitation to Tender
July-August 2022

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1. Introduction

This is an Invitation to Tender (ITT) document for Lionheart Educational Trust. We are looking to appoint a payroll services provider to provide an efficient and effective outsourced payroll service for the Trust.

The Trust is looking to appoint a payroll provider covering a period of 3 years beginning April 2023. An option to extend the contract for a further two years will be available.

2. About Lionheart Educational Trust

Lionheart Educational Trust is a multi-academy trust currently comprising eleven schools based across Leicestershire. Established in 2013, the Trust has grown rapidly over the last several years and is currently comprised of a sixth form, six secondary schools and four primaries, namely: Beauchamp City Sixth Form, Beauchamp College, The Cedars Academy, Humphrey Perkins School, Judgemeadow Community College, Martin High School, Sir Jonathan North College, Hallam Fields Primary School, Highcliffe Primary School, Riverside Primary School and Brocks Hill Primary School.

Across the Trust we currently educate approximately 9,500 students. This number will increase to around 12,000 pupils when the Apollo Partnership Trust, comprising two secondary schools and one primary school in Coalville (Leicestershire) join Lionheart in September 2022.

Beauchamp City Sixth Form

A brand-new Free School in the heart of the city, Beauchamp City Sixth Form opened in September 2020. It provides a traditional academic A level curriculum and works hard to ensure that students are able to access competitive university courses and higher-level apprenticeships. Its supportive environment has made it a popular choice for students and the founding cohort are enjoying the excellent facilities and high-quality teaching, delivered by enthusiastic subject specialists.

Beauchamp College

Beauchamp College is the lead school within the Lionheart Educational Trust. It is a highly successful and ethnically diverse college which educates students from Years 7 through to 13. Exams such as GCSEs and A Levels take a prominent role in the day-to-day running of the College and it prides itself on the mature and purposeful environment it has created for students to allow them to excel in the wide range of subjects provided by the College year upon year.

The Cedars Academy

The Cedars Academy is an 11 to 18 academy in Birstall, Leicestershire. The school prides itself on a culture of high aspirations and hard work. In its latest Ofsted report the extra-curricular activities and the investment in resources to ensure students are prepared for next steps were noted as particular strengths.

Humphrey Perkins School

Humphrey Perkins School is an 11 to 16 school in Barrow upon Soar. The school are proud of their relentless focus on high standards of academic and personal achievement, positive attitudes towards learning and exemplary behaviour. They make sure the learning environment is well-ordered so that all students can feel safe and enjoy learning. Students are the best ambassadors for the school - they are positive, lively and courteous and interact well with one another and with staff both in and out of the classroom.

Judgemeadow Community College

Judgemeadow Community College is a successful and popular 11 to 16 college in Evington, Leicester. The school has a long and proud history of serving their diverse, multi-ethnic, and multi-cultural community. Judgemeadow believes in being kind, being organised and disciplined, being respectful and working hard. These values underpin all of their work. The school aims to create a vibrant, engaging and caring community where children can feel safe, work hard and learn.

Martin High School

Martin High School is an 11 to 16 academy in Anstey, Leicestershire. The school prides itself on their outstanding transitions package ensuring that all learners are able to step from the security of a familiar primary setting into their secondary community; enabling all to access learning and success from the very beginning of their journey with the school.

Sir Jonathan North College

Sir Jonathan North is unique as the only girls' multi-faith state school in Leicester and Leicestershire, educating students aged 11 to 16 from across the city and beyond. With a reputation for innovation and success, Sir Jonathan North is an inclusive, friendly and diverse community. The school passionately believes that learning should be both enjoyable and rewarding. The curriculum is rich, broad and balanced. This enables every student to develop her own voice, her abilities and talents. Sir Jonathan North provides students with a wide range of different experiences outside the classroom including sport, dance, drama and even preparing to take part in a mission to Mars.

Hallam Fields Primary School

Hallam Fields Primary School is a brand new one-form entry school which opened in August 2017 to serve the Hallam Fields estate on the west side of Birstall, Leicestershire. Working in partnership with our other primaries, opening a new school has allowed Hallam Fields to design an engaging and rich curriculum for students as they develop through the school.

Highcliffe Primary School

Highcliffe Primary School has Urban Forest School status which means that learning is not limited to the classroom but also takes place outdoors, allowing young people to express themselves. As a result the positive attitude with which students approach their learning is a core part of the school culture.

Riverside Primary School

Riverside Primary School offers an engaging, vibrant curriculum with opportunities for pupils to gain the skills and attitudes that will help them become successful in the future which is reflected in their slogan 'Believe and Achieve.' In the 2017 visit by Ofsted, care for students welfare and the above average skills in speaking and listening were highlighted as particular strengths for the school.

Brocks Hill Primary School

Brocks Hill School is a creative and innovative school that is committed to giving all children and families the best opportunities. The school aims to develop self-directed, responsible learners with a life-long love for learning. Respect, Responsibility, Resourcefulness, Resilience, Reflection and Reciprocity permeate all aspects of school life. Developing these qualities have a real impact on the life and life chances of young people as they prepare young people for their future life, in secondary school, university and the world of work.

Trust Background

The Trust has a fully centralised finance team. At the top tier, the Chief Financial Officer is supported by a Financial Controller and three Senior Finance Partners- all of whom are qualified accountants. Finance Partners, who are responsible for site reporting, are schools-based whilst Finance Officers in a Central Processing Team oversee transactional activities such as raising orders, processing sales and purchase invoices and submitting payroll information to the bureau.

All schools within the Trust utilise PS Financials for their finance software. The Trust has a collection bank account per school as well as a central bank account.

The Trust employs around 1,250 staff although this will grow to approximately 1,600 employees when Apollo MAT joins the Trust in September 2022. The Trust has a strong and experienced Executive Team in place and its CFO, Mo Chatra, joined Lionheart in September 2019 from the Department for Education.

The Tender Process

The objective of this tender is to identify the tenderer that presents the best offer from a quality and price perspective. The criteria by which this tender will be evaluated are detailed within this document. Please ensure that all questions are completed in full, and in the format requested; failure to do so may result in your submission being disqualified.

All enquiries relating to this Tender must be made through Request for Information (RFI) templates. If you wish to receive a Word version of the template, please e-mail tenders@lionhearttrust.org.uk. All RFIs should be submitted to the above e-mail address. Should a query be raised that is not commercially confidential, the response will be shared with all tenderers.

Lionheart Educational Trust reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. This will be done through a Clarification Notice to be e-mailed to tenderers.

In order to ensure tenderers receive all communications relating to this tender, please can you e-mail us at the above e-mail address of your intention to tender by no later than **5th August 2022**.

The Trust reserves the right to cancel the tender process at any point. The Trust is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this contract.

Below is the timetable for this tender:

Event	Date
Issue of Invitation to Tender	29 th July 2022
Last date for RFIs	19 th August 2022
Tender closing date 12 noon	26 th August 2022
Shortlisting	30 th August 2022
Presentation	5 th September 2022
Tender award	8 th September 2022
10 day standstill period ends	18 th September 2022
Implementation meeting	21 st September 2022
Award Contract	26 th September 2022
Contract start date	1 st April 2023

The evaluation panel will be comprised of the CFO, the Head of HR, the Financial Controller and two Senior Finance partners- all of whom have technical and sector experience.

Completed tenders should be submitted to tenders@lionhearttrust.org.uk. The message title should be 'Payroll Tender Submission August 2022'. No tender will be opened before the deadline date outlined above. All information in tenders will be kept confidential and will only be shown to those persons who have a right to see it. Late tenders will not be considered as part of the tender assessment. Incomplete tenders will not be considered.

The tender process will include a presentation to the tender panel and other members of Trust staff. Shortlisted tenderers will be invited to deliver a presentation at a session that will be held at Beauchamp City Sixth Form (the Trust's main office) or over Microsoft Teams on Monday 5th September 2022 and will last approximately one hour (including questions).

Basis of Assessment

ANY BIDDER MUST HAVE CURRENT EXPERIENCE OF PROVIDING PAYROLL SERVICES FOR SCHOOLS/MULTI ACADEMY TRUSTS (bidders who do not possess this experience will have bids not evaluated).

In respect of the pricing submission, the tender with the lowest price will score the maximum marks available. All other tenders will then be scored on a percentage difference method. So, for example, if the lowest tender for core requirements was a cost of £70,000 (this is not meant to be indicative) then this would score 35 marks. A tender priced at £80,000 would score $\frac{£70,000}{£80,000} \times 35 = 30.6$.

The pricing section on assumptions, addition of new schools and delays will be scored based as per qualitative questions.

Qualitative questions will be scored based on the following criteria:

Score	Criteria
0	Question not answered
1	Response provided but is significantly below expectations and/or does not address significant parts of the question.
2	Response is below expectations with a number of notable shortcomings
3	Response is below expectations with some minor shortcomings
4	Response fully meets expectations

Responses will be weighted on the above scoring methodology. For example, a question with a 10% weighting that scores three out of four will result in an 7.5% weighting.

3. Tender Requirements

The evaluation of tenders will be based on the following criteria:

Overall Award Criteria	Sub Criteria	Weighting
Pricing (50%)	Core Requirements	40%
	Assumptions, Additions and Exclusions	10%
Qualitative (50%)	Efficiency of systems and processes	15%
	Customer Service Provision	15%
	Payroll reports and reporting	10%
	Experience of Working with MATs	5%
	Additional Services	5%

Below are the **core requirements** of the payroll services we require:

- Process payroll data, including changes, on an academy by academy basis;
- Payments to staff, HMRC, pension providers etc will be made by the provider from the Trust central bank account by BACs;
- A pay date of normally the last working day of the month;

Pricing Section

For the pricing section, please provide a price for the core requirements set out in the specifications Annex for the period of the contract. This should be provided with a breakdown of the price, and an explanation of the resourcing to be provided to meet the requirements. (40%)

The pricing section should include:

- A total annual cost proposal over a three year period;
- The annual cost should be based on projected employee numbers of 1,600
- Any inflationary or other provisions for annual or periodic increases in fees;
- Any assumptions in the costing proposal;
- A clear indication of provision provided as part of the fee;
- Details of services listed in the specification that are excluded or separately chargeable
- Fees chargeable for additional provisions not included as part of the annual cost proposal;

Set out key assumptions made about the work involved to inform your pricing. Also, set out the approach to pricing for any new schools that may join the Trust in future and the approach to charging for any additional tasks which we may request from time to time. (10%, 1,000 word limit)

Qualitative Section

Efficiency of Systems and Processes

Please provide details of key systems that will be deployed to provide the service. In particular please explain how efficient the system is processing payroll tasks. Key system features such as the user interface, security, data transfer protocols and reporting functionality should be outlined. Please state the background and experience of the Account Manager that would be involved in managing the payroll service. (15%, 1,500 word limit for main response)

Customer Service Provision

Please describe your commitment to providing outstanding customer service. The payroll service must be provided on an accurate and timely basis. Deadlines for payment and submission of returns must be strictly adhered to. Please provide typical response times to deal with issues and queries.

Describe the arrangements you will put in place to ensure the timely availability of staff resources to support the ongoing delivery of the payroll service. Describe how you intend to manage resource shortfalls due to sickness absence, training and extended leave and how you would resource any unexpected additional requirements such as the implementation of backdated staff pay awards. Most notably, provide assurance that your organisation has the capacity to deliver Lionheart's core requirements. (15%, 1,500 word limit)

Payroll Reports and Reporting

Your tender should provide details of standard payroll reports to be issued on a monthly basis. Reporting capabilities to provide bespoke or ad hoc reports should be outlined. The ability for users to produce specific reports from the system should be highlighted. Examples of a standard monthly report should be provided on an anonymised basis (10%, 1,000 word limit)

Experience of Working with MATs

Detail your experience of working with Multi Academy Trusts, identify the typical issues you have encountered in supporting MATs to manage their payroll and what you have done to ensure timely completion of payroll activities. (5%, 500 word limit)

Additional Services

Detail what experience and expertise you have to support us with additional services (with examples of where you have supported other organisations, preferably MATs), with such activities to support them with adhering to payroll regulations. Set out any other factors which you would like to add to your submission that demonstrates your ability to provide effective payroll services and general support and/or advice to Lionheart Educational Trust. (5%, 500 word limit)

4. General Tender Information

Corporate Actions

Tenderers should provide details on imminent take-overs, reorganisations, staff movements/rationalisation, planned changes to the core business, planned changes to the computer environment or its support and any other information which may impact the delivery of the services. Failure to disclose such information, that is subsequently disclosed or discovered, and that would have significantly altered Lionheart's assessment of your tender could be considered grounds for termination of any agreement between the Trust and the organisation to which this tender is awarded.

Preparation of Tender

It is the tendering organisation's responsibility to ensure they are fully informed and satisfied by their own observations and enquiries as to the nature, extent and scope of the work required if awarded the contract. Lionheart Educational Trust requires all tendering organisations to ensure that they are in a position to perform their obligations under the agreement should they be awarded the contract.

Inducements to Purchase and Potential Conflicts of Interest

The tenderer shall not offer to Lionheart Educational Trust or its representatives as a variation of the conditions of the contract, or as an agreement collateral to it, any advantage other than a discount against the contract price (which should be captured within the pricing submission). The tendering organisation must disclose any potential conflict of interest as part of its tender, alongside how the organisation plans to mitigate this/these risk(s).

Standard Terms and Condition

Tenderers should include their standard contract terms and conditions with their tender.

References

Tenderers should provide two references (at least one should be a MAT or organisation from the education sector) with their tender and include contact details for the clients. References should be provided on letter-headed documentation.

Clarifications

We may contact you during the evaluation period to clarify an answer you have provided. This will be done by e-mail through use of Clarification Notices.

FORM OF TENDER

To: Lionheart Educational Trust

Dear Sirs

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents in such manner as may be required.
2. Terms and Conditions: I/we agree that this tender and any contract which may result there from shall be based upon those included in the Invitation to Tender Pack.
3. The prices quoted in this tender are valid for acceptance for 90 days from the final day for submission of tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.
4. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.
5. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this tender and to bear any further costs incurred by me/us prior to the award of any contract.

Signature:

Print Full Name:

Date:

In the capacity of:

(Please state official position, eg. Director, Sales Manager, etc.)

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

DECLARATION OF BONA FIDE TENDER

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word "person" includes any persons and any body or association, corporate or otherwise; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by Lionheart Educational Trust.

Signature:

Print Full Name:

Date:

In the capacity of:

(Please state official position, eg. Director, Sales Manager, etc.)

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

Annex: Specification for payroll service provider

Services to be provided by payroll provider:

- User-friendly portal/interface for uploading payroll data;
- Timely processing of payroll data to ensure staff are paid accurately on the designated paydate;
- Timely processing of changes to payroll to include, but not necessarily limited to, starters, leavers, change of academy within the Trust, change of pay scale or grade;
- Calculation and processing of deductions from payroll, including tax, pensions, national insurance, salary sacrifice, payroll giving and other deductions, as appropriate;
- Calculation and processing of overtime, casual and hourly pay;
- Payment of net wages to staff by BACs from the nominated bank account(s);
- Calculation and processing of occupational and statutory sickness, maternity, adoption, paternity, and maintenance of appropriate records;
- Handling salaries, allowances, overtime, deductions for unpaid leave, strike action deductions;
- Calculation and payment of statutory deductions on a timely basis;
- Calculation and payment of employer and employee contributions to the Local Government Pension Schemes and the Teachers Pension Scheme;
- Operate salary sacrifice schemes e.g. electric car lease, cycle to work, childcare vouchers Techscheme etc
- The option to provide payrolled benefits in kind rather than P11Ds
- Apply the apprenticeship levy threshold to the total payroll and ensure the Trust pays the correct levy on a monthly basis;
- Electronic payslips – bidders to specify which method they provide;
- HMRC compliant reporting, including RTI;
- Services to be provided by payroll provider on a periodic basis, as determined by need, to the timetables dictated by the relevant stakeholder or government agency, unless otherwise stated;
- A named Account Manager and support officer(s) to assist with payroll queries;
- Support the transition of all existing school payroll data to the new system and provider;
- Support with HMRC, DWP and other relevant government departments on

payroll related issues, including the payment of deductions, levies and tax;

- The payroll system must have the facility to maintain multiple pay scales and rates;
- The payment of performance pay, including bonuses where relevant, and inflationary or other uplifts to pay scales;
- Support to move to different ranges and pay rates if the Trust chooses to do so during the contract;
- Provision of P45s, P60s, P11ds (if relevant) and other tax documents;
- Auto-enrolment with either TPS or LGPS;
- Pension reporting and returns to TPS and the LGPS as required by the schemes including the End of Year Certificate (EOYC) provision
- Automatically update tax, levy, allowances and pension rates;
- The ability to run the payroll on a different date if required by the Trust;
- Be in a position to commence the contract on 1 April 2023.

Reports to be provided:

Prior to payroll run:

Payroll report detailing pay and deductions for each member of staff.

A payroll variance report identifying changes from the prior month.

BACs payment report showing payments to be made.

Bidders should specify what reports they produce, providing examples.

After payroll run:

Final suite of reports above for accounting and audit purposes.

Bidders should explain how they will work with the Trust to deliver data that can be used for journaling into the Trust's finance system, PS Financials. It should be downloadable into Excel or other format that allows data to be allocated to academies and cost centres – journals will be posted centrally to each academy's nominal codes within the Trust system, and this needs to be as streamlined as possible.

Workforce data including staff numbers by category and full time equivalent rates.

Annual gender pay gap providing the data required by the Government.

The bidder should indicate the level of tailoring of reports that can be accommodated.