

UK-Kendal: payroll management services

OJ S 146/2012 01/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Cumbria Partnership NHS Foundation Trust

Postal address: c/o Westmorland General Hospital

Town: Kendal

Postal code: LA9 7RG

Country: United Kingdom

For the attention of: Kathryn Howarth

E-mail: kathryn.howarth@mbht.nhs.uk

Telephone: +44 1539716631

Fax: +44 1524583580

Internet address(es):

General address of the contracting authority: www.mbht.nhs.uk

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

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

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Health

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

To provide a fully managed payroll and pensions service which complies with all legislative and NHS specific requirements throughout the contract.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

Main site or place of performance: Cumbria.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The Trust intends to appoint a contractor which will provide a fully managed payroll and pensions service for all employees of the Trust (approximately 6 000 employees).

The service is to incorporate (but is not limited to) payroll data capture and processing, BACS transfer, expenses processing, year end processing, and the provision of a customer focused helpdesk facility and pension administration.

Cumbria Partnership NHS Foundation Trust invites expressions of interest for suitably qualified providers with a thorough understanding of the NHS payroll market including:

1. Agenda for Change;
2. Terms and Conditions of Employment;
3. NHS Electronic Staff Record;
4. NHS Pension Arrangements;
5. Comprehensive payroll management including expenses and allowances.

The successful bidder will be responsible for making significant improvements to the current systems in place including the implementation of ERS self serve by March 2013.

II.1.6. CPV code(s)

79211110 Payroll management services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

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Cumbria Partnership NHS Foundation Trust invites expressions of interest for suitably qualified providers with a thorough understanding of the NHS payroll market including:

1. Agenda for Change;
2. Terms and Conditions of Employment;
3. NHS Electronic Staff Record;
4. NHS Pension Arrangements;
5. Comprehensive payroll management including expenses and allowances.

The successful bidder will be responsible for making significant improvements to the current systems in place including the implementation of ERS self serve by March 2013. The successful supplier will be expected to assist in the implementation of other electronic routines, including (but not limited to) the management of personal data, timesheets, and travel expense claims.

Estimated value excluding VAT:

Range: between 0 and 0 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The contracting authority reserves the right to require deposits and/or guarantees and/or bonds and/or any other form of security. Details will be provided in the contract documents.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Further details will be provided in the tender documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

The contracting authority reserves the right to require groupings of bidders to take a particular legal form, as single bidder to take liability or each party to undertake joint or several liability. Consortia bids are acceptable.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://uhmb.bravosolution.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top

of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

III.2.2. Economic and financial ability

List and brief description of conditions: As set out in the PQQ which is available via the Bravo e-tendering portal. Access instructions can be viewed in section VI.3.

Minimum level(s) of standards possibly required: As set out in the PQQ which is available via the Bravo e-tendering portal. Access instructions can be viewed in section VI.3.

III.2.3. Technical and professional ability

List and brief description of conditions:

As set out in the PQQ which is available via the Bravo e-tendering portal. Access instructions can be viewed in section VI.3.

Minimum level(s) of standards possibly required:

As set out in the PQQ which is available via the Bravo e-tendering portal. Access instructions can be viewed in section VI.3.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: As set out in the PQQ which is available via the Bravo e-tendering portal. Access instructions can be viewed in section VI.3.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 27.8.2012 - 23:59
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

29.8.2012 - 23:59

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

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

VI.3. Additional information

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Authority will incorporate a standstill period of at least 10 days following electronic or facsimile notification of award of contract to tenderers in accordance with regulation 32A of the Public Contract (Amendment) Regulations 2009.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

30.7.2012