

**United Kingdom-Welwyn Garden City: Personnel and payroll services**

OJ S 148/2013 01/08/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hertfordshire Supply Management Confederation

Postal address: HSMC-GATE, Gate House, Fretherne Rd

Town: Welwyn Garden City

Postal code: AL8 6NS

Country: United Kingdom

For the attention of: Archie Patel

E-mail: [archie.patel@hsmc.nhs.uk](mailto:archie.patel@hsmc.nhs.uk)

Telephone: +44 1707356151

**I.2. Type of the contracting authority****I.3. Main activity**

Health

**I.4. Contract award on behalf of other contracting authorities****Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Provision of Payroll Services.

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

Services

NUTS code UKH East of England

**II.1.3. Information about a framework agreement or a dynamic purchasing system****II.1.4. Information about framework agreement****II.1.5. Short description of the contract or purchase(s)**

Hertfordshire Partnership University NHS Foundation Trust is looking to retender its outsourced Payroll and Pension Service. Expressions of interest are invited from suitably qualified and innovative organisations with experience of the NHS payroll market, the Electronic Staff Record and Agenda for Change (AfC) terms and conditions to provide a comprehensive payroll and pension service on behalf of the Trust. Hertfordshire Partnership University NHS Foundation Trust employs over 3 000 staff who are mostly paid under AfC or Medical and Dental terms and conditions but also employs staff who have TUPE'd from other NHS or non NHS organisations.

**II.1.6. CPV code(s)**

79631000 Personnel and payroll services, 79211110 Payroll management services

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

The procurement is covered by the Government Procurement Agreement: no

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

### **II.2.2. Information about options**

### **II.2.3. Information about renewals**

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

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Parent company or other guarantees may be required in certain circumstances.

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

To be set out in the PQQ and or invitation to tender document.

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

#### **III.1.4. Contract performance conditions**

### **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: 1) You will need to ensure you register your company details via the suppliers portal on the Due North system [www.supplying2nhs.com/](http://www.supplying2nhs.com/). Candidates with an existing account should ensure all details are up to date. Candidates will be required to register their expression of interest via the Due North portal under contract ref: CONTRACT-DNWC - 923JHL. Candidates will be required to complete a PQQ which will be sent out, via the Due North system, after the closing date for Expressions of Interest. Should you not register your company details on Due North by the closing date, your interest will not be considered further.

2) Specific declarations - suppliers must declare that they have not been convicted of the following. (a) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA; (b) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively; (c) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities; (d) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention

of the use of the financial system for the purpose of money laundering.

Any resultant contract may be for the benefit of other member organisations or NHS bodies within the geographical areas of the counties of Bedfordshire, Hertfordshire, Norfolk, Suffolk, Cambridgeshire and Essex. The selected suppliers will be expected to supply all products /services as are required by the contracting authority from time to time. Future additions to their products/services will also be included. The contract is for the benefit of other participating NHS bodies and any other non-NHS bodies which the participants deem necessary for the delivery of services or goods to NHS bodies, local authorities, other government departments or non-departmental public bodies charged with the delivery of healthcare or health related services.

### **III.2.2. Economic and financial ability**

### **III.2.3. Technical and professional ability**

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

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

## **Section IV: Procedure**

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### **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**

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

### **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**

HSMC/11 - 12/339

#### **IV.3.2. Previous publication concerning this procedure**

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

Payable documents: no

#### **IV.3.4.**

**Time limit for receipt of tenders or requests to participate**

28.8.2013 - 12:00

**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**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

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

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

29.7.2013