

**United Kingdom-Dorchester: Payroll management services**

OJ S 118/2018 22/06/2018

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Dorset County Hospital NHS Foundation Trust

National registration number: RBD

Postal address: Dorset County Hospital

Town: Dorchester

NUTS code: UKK2 Dorset and Somerset

Postal code: DT1 2JY

Country: United Kingdom

Contact person: Louise Brereton

E-mail: [louise.brereton@dchft.nhs.uk](mailto:louise.brereton@dchft.nhs.uk)

Telephone: +44 1305254117

**Internet address(es):**Main address: <http://www.dchft.nhs.uk>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=24576&B=NHSSW](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=24576&B=NHSSW)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [https://uk.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=24576&B=NHSSW](https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=24576&B=NHSSW)

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

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Health

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Payroll Management and Pension Advice Services

Reference number: T18-0010

**II.1.2. Main CPV code**

79211110 Payroll management services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

DCHFT are running this restricted OJEU process to award a contract for the provision of the services shown.

This procurement is being led by Dorset County Hospital who will be the principle awarding authority. Dorset Clinical Commissioning Group is named in the OJEU and may at a later date decide to award their own contract to the successful Supplier.

#### **II.1.5. Estimated total value**

Value excluding VAT: 700 000,00 GBP

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

66520000 Pension services, 75320000 Government employee pension schemes, 79631000 Personnel and payroll services

#### **II.2.3. Place of performance**

NUTS code: UKK2 Dorset and Somerset

Main site or place of performance: Dorchester

#### **II.2.4. Description of the procurement**

The Dorset County Hospital NHS Foundation Trust was established in 1991 as part of a long-term project to bring together all the local services for acutely ill patients onto one hospital site. The new hospital was completed in 1997 and in June 2007 we were awarded Foundation Trust status. Our 3,500 staff work in GP surgeries, schools, residential homes and people's own homes as well as Dorset County Hospital and the community hospitals.

This procurement is being led by Dorset County Hospital who will be the principle awarding authority. Dorset Clinical Commissioning Group is named in the OJEU and may at a later date decide to award their own contract to the successful Supplier.

The Trust wishes to secure the services of a suitably qualified supplier with experience of NHS HR administration and Payroll & Pension Advice services, Electronic Staff Record (ESR), medical terms and conditions and Agenda for Change.

The aims of this procurement are to secure a modern, cost effective Payroll Management and Pension Advice provision that makes best use of technology and ensures a timely service to all employees of the Trust.

#### **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**

Value excluding VAT: 700 000,00 GBP

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

Option to extend contract for 2 x 12 month periods.

#### **II.2.9.**

## **Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **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**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:  
See Selection Questionnaire (SQ)

#### **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.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

Key Performance Indicators are contained within the ITT.  
See SQ.

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 06/08/2018 Local time: 12:00

#### **IV.2.3.**

**Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 24/08/2018

**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: 6 (from the date stated for receipt of tender)

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Dorset County Hospital

Postal address: Williams Avenue

Town: Dorchester

Postal code: DT1 2JY

Country: United Kingdom

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

Official name: Dorset County Hospital

Town: Dorchester

Country: United Kingdom

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

Official name: Dorset County Hospital

Town: Dorchester

Country: United Kingdom

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

20/06/2018