

UK-Salford: payroll management services

OJ S 237/2012 08/12/2012

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Greater Manchester Procurement

Postal address: NHS Greater Manchester CSU, St James House, Pendleton Way

Town: Salford

Postal code: M6 5FW

Country: United Kingdom

For the attention of: Victoria Mataitonga

E-mail: [victoria.mataitonga@nhs.net](mailto:victoria.mataitonga@nhs.net)

Telephone: +44 1612126221

**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

Other: Primary Care Trust

### 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

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### II.1. Description

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

Greater Manchester payroll services.

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

Services

Service category No 27: Other services

NUTS code UKD3 Greater Manchester

#### 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)**

Payroll service for Greater Manchester Clinical Commissioning Groups.

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

79211110 Payroll management services, 79631000 Personnel and payroll 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**

Variants will be accepted: no

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

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

11 out of the 12 Clinical Commissioning Groups (CCGs) in Greater Manchester are looking to collaborate on a joint payroll contract. This joint payroll contract will cover approximately 700 employees.

Estimated value excluding VAT: 150 000 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: 36 (from the award of the contract)

## **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**

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

#### **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**

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: This procurement exercise will be conducted on the EU supply eTendering portal at: <https://nhssbs.eu-supply.com>.

Candidates wishing to be considered for this procurement must register their expression of interest and provide additional procurement specific information through this portal.

To register interest:

- 1) Go to "Current Tender Opportunities" from the eTendering portal login page:  
<https://nhssbs.eu-supply.com>;
- 2) Find the tender listed and click on the title. This will take you to the letter of invitation;
- 3) If you are not a registered user of EU Supply follow the "Online registration" link otherwise follow the "Login" link and enter username and password;
- 4) Once logged in "Accept" the invitation to register your interest in the opportunity. You will then be taken direct to the tender response screen;
- 5) Go to the "Access Documents" folder on the response screen to view and download tender documentation.

Further guidance on how to access and respond to the opportunity is available in the "Quick Guide for Suppliers" which is available for downloading from the main portal login page:

<https://nhssbs.eu-supply.com>.

(follow link: "Quick Guide for Suppliers").

For any support in submitting your response please contact EU Supply Helpdesk at [support@eu-supply.com](mailto:support@eu-supply.com) (Tel: +44 8008402050) quoting the tender ID number (14296).

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

List and brief description of conditions: Please refer to documentation available via the eTendering portal (<https://nhssbs.eu-supply.com>).

Minimum level(s) of standards possibly required: Please refer to documentation available via the eTendering portal (<https://nhssbs.eu-supply.com>).

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

List and brief description of conditions:

Please refer to documentation available via the eTendering portal (<https://nhssbs.eu-supply.com>).

Minimum level(s) of standards possibly required:

Please refer to documentation available via the eTendering portal (<https://nhssbs.eu-supply.com>).

### **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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **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**

eu-Supply Tender Ref: 14296

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

Prior information notice

### **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**

14.1.2013 - 17:00

### **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**

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**

Payroll services are deemed to be both an essential and critical activity of an organisation which must be managed efficiently and cost effectively and in line with relevant legislation and standards.

11 out of the 12 Clinical Commissioning Groups (CCGs) in Greater Manchester are looking to collaborate on a joint payroll contract. This joint payroll contract will cover approximately 700 employees. Based on current PCT payroll contracts, the financial value for the CCG contract is estimated at £50k per annum. The CCGs are seeking to award a 3 year contract with an effective start date of 1 July 2013.

The new service provider must be able to provide a managed payroll service that will adhere strictly to prescribed statutory and mandatory requirements including the application of terms

and conditions of service and NHS Pension Scheme regulations.

Potential Bidders are now being invited to participate in the Pre-Qualification stage.

Interested parties should register on the eTendering portal (<https://nhssbs.eu-supply.com>) to download a copy of the Memorandum of Information and associated documentation.

The eu-supply Tender Reference is: 14296.

For any technical support to register on the eTendering portal or in submitting your PQQ please contact the eTendering Helpdesk on +44 8008402050 or by e-mail at: [support@eu-supply.com](mailto:support@eu-supply.com).

Please note the deadline for completion of PQQ's is 17:00 hrs. on Monday 14.1.2013.

#### **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**

Official name: NHS Greater Manchester Procurement (CSU)

Postal address: St.James House, Pendleton Way

Town: Salford

Postal code: M6 5FW

Country: United Kingdom

E-mail: [victoria.mataitonga@nhs.net](mailto:victoria.mataitonga@nhs.net)

Telephone: +44 1612126221

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

4.12.2012