

United Kingdom-London: Payroll management services

OJ S 226/2015 21/11/2015

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: University College of London Hospitals NHS Trust

Postal address: 4th Floor, Maple House, 149 Tottenham Court Road

Town: London

Postal code: W1T 7NF

Country: United Kingdom

For the attention of: Denise Phelan

E-mail: denise.phelan@uclh.nhs.uk**Internet address(es):**General address of the contracting authority: <http://uclh.nhs.uk>Address of the buyer profile: <http://uclh.nhs.uk>Electronic access to information: <https://suppliers.multiquote.com/Page/Login.aspx>Electronic submission of tenders and requests to participate: <https://suppliers.multiquote.com/Page/Login.aspx>**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: no

Section II: Object of the contract

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

UCLH-1198 Payroll, Pensions and electronic expenses.

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: UK.

NUTS code UKI London

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)

UCLH wish to procure a partner for the provision of Payroll, Pensions and electronic expenses services to the trust. The outsourced service provider will be required to provide payroll, pensions and electronic expenses services (desired but not mandatory).

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

Any subsequent contract is expected to be awarded for 3 years with 2 optional 1 year extensions. Contract award is expected to be in early March 2016 to allow for a 5 to 6 month implementation period. The preferred go live date is 1.9.2016. The current service is delivered to approx. 8 000 staff members, with 96 000 monthly payslips currently generated per annum and approx. 3 200 expense claims processed per annum.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Start 17.11.2015. Completion 4.4.2016

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

See Pre-Qualification Questionnaire.

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

Consortium bids are acceptable but the authority may require the consortium to incorporate a special purpose vehicle and provide parent company guarantees.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: See Pre-Qualification Questionnaire.

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: See Pre-Qualification Questionnaire.

III.2.2. Economic and financial ability

List and brief description of conditions: See Pre-Qualification Questionnaire.

Minimum level(s) of standards possibly required: See Pre-Qualification Questionnaire.

III.2.3. Technical and professional ability

List and brief description of conditions:

See Pre-Qualification Questionnaire.

Minimum level(s) of standards possibly required:

See Pre-Qualification Questionnaire.

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

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: and Maximum number 5

Objective criteria for choosing the limited number of candidates: We wish to restrict the potential number of bidders moving forward to ITT in the interests of keeping to the planned time scales and reaching a timely conclusion, given the potential impact on UCLH staff.

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

CA3198

IV.3.2. Previous publication concerning this procedure

no

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

23.12.2015 - 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

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Time frame in months: 48.

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

University College London Hospitals NHS Foundation Trust operates a 'No Order No Pay' policy. Therefore it is a condition of this contract that the supplier complies with this policy unless expressly agreed otherwise with the Trust's Procurement and Supply Chain directorate.

VI.4. Procedures for review

VI.4.1. Review body

Official name: UCLH

Postal address: 4th Floor, Maple House, 149 Tottenham Court Road

Town: London

Postal code: W1T 7NF

Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Please contact Denise Phelan (denise.phelan@uclh.nhs.uk) for further information on the lodging of appeals.

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

VI.5. Date of dispatch of this notice

19.11.2015