

United Kingdom-Leicester: Payroll management services

OJ S 226/2016 23/11/2016

Contract notice**Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: University Hospitals of Leicester NHS Trust

Postal address: c/o Leicestershire County Council Room G60, Glenfield

Town: Leicester

NUTS code: UKF East Midlands (England)

Postal code: LE3 8TB

Country: United Kingdom

Contact person: Mr Colin Bray

E-mail: colin.bray@uhl-tr.nhs.uk

Telephone: +44 1162588967

Internet address(es):Main address: <http://www.uhl-tr.nhs.uk/>Address of the buyer profile: <http://www.uhl-tr.nhs.uk/>**I.1. Name and addresses**

Official name: Leicestershire Partnership NHS Trust

Postal address: TrustLeicestershire Partnership NHS TrustRiverside House, Bridge Park Plaza, Bridge Park Road, Thurmaston

Town: Leicester

NUTS code: UKF East Midlands (England)

Postal code: Leicester

Country: United Kingdom

Contact person: Sarah Holliehead

E-mail: Sarah.Holliehead@leicspart.nhs.uk**Internet address(es):**Main address: <http://www.leicspart.nhs.uk/>**I.1. Name and addresses**

Official name: Leicester City Clinical Commissioning Group

Town: Leicester

NUTS code: UKF East Midlands (England)

Country: United Kingdom

E-mail: richard.morris@leicestercityccg.nhs.uk**Internet address(es):**Main address: <https://www.leicestercityccg.nhs.uk/>**I.1. Name and addresses**

Official name: West Leicestershire Clinical Commissioning Group

Town: Loughborough

NUTS code: UKF East Midlands (England)

Country: United Kingdom

E-mail: colin.bray@uhl-tr.nhs.uk

Internet address(es):

Main address: www.westleicestershireccg.nhs.uk

I.1. Name and addresses

Official name: East Leicestershire and Rutland Clinical Commissioning Group

Town: Leicester

NUTS code: UKF East Midlands (England)

Country: United Kingdom

E-mail: colin.bray@uhl-tr.nhs.uk

Internet address(es):

Main address: <https://eastleicestershireandrutlandccg.nhs.uk>

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.supplying2nhs.org/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.supplying2nhs.org/>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Health

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Provision of Payroll and Pension Services.

Reference number: DN219293

II.1.2. Main CPV code

79211110 Payroll management services

II.1.3. Type of contract

Services

II.1.4. Short description

Provision of an outsourced payroll, pensions administration and associated services.

II.1.5. Estimated total value

Value excluding VAT: 9 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79211000 Accounting services, 79631000 Personnel and payroll services

II.2.3. Place of performance

NUTS code: UKF East Midlands (England)

II.2.4. Description of the procurement

Provision of an outsourced payroll, pensions administration and associated services delivering to above industry, accuracy levels coupled with exceptional customer service.

To include but not limited to processing of recurring payroll payments, electronic and manual additional, claims management e.g. hours, expenses, mileages etc, pension administration.

The successful supplier will be responsible for working in partnership to bring innovative and efficiencies to the Trusts to maximise modernisation and efficiency through online systems and solutions.

The Trusts utilise the NHS Electronic Staff Record (ESR) HRMS as the system and will continue to do so.

The contract will be for University Hospitals of Leicester NHS Trust, Leicester Partnership Trust and any of their subsidiary companies. Leicester Hospitals Charity is also operated by UHL and is included in the volumes. A future option may include the Leicestershire CCGs by way of collaboration.

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

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The Trust at its discretion can agree the extension of this Contract for 3x12 month periods.

The Trusts decision will be influenced by the Providers performance and cost effectiveness on an ongoing basis among other factors.

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

Clarification meetings, a presentation and site visits may be required to enable the Trusts' to fully evaluate the tender responses.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open 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.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2016/S 177-317511](#)

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

Date: 21/12/2016 Local time: 23:55

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**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: 4 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 20/12/2016 Local time: 09:30

Section VI: Complementary information

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: University Hospitals of Leicester NHS Trust

Town: Leicester

Country: United Kingdom

VI.5. Date of dispatch of this notice

21/11/2016