



Abbey Multi Academy Trust

Invitation to Tender for the Provision of Payroll Services

1. Introduction

Abbey Multi Academy Trust (the Trust) is a very successful and expanding Trust based in Leeds and is seeking to procure a high quality fully managed payroll service, which will provide value for money.

The Trust currently comprises eight schools and is likely to continue to grow in the future. For details of staff numbers **please see Appendix A**. Please note that staff numbers may change over time depending upon changes in structures and the continued growth of the Trust. Bidders are advised to take this into consideration in terms of service and charges over the lifespan of the contract.

2. Commencement and Duration of Contract

The initial contract will initially be for a three-year period with a one-year probationary period and the option to extend for a further year at the Trust's discretion up to a maximum of **four** years. The contract will be agreed in advance of appointment and will be between the service provider and the Trust.

3. Size and Scope of Work

The scope of work will cover all aspects of the payroll service specification detailed in **Appendix B**.

A separate pay run is required for each academy within the Trust. All staff are currently paid monthly and are paid by BACS.

4. Instructions to Tenderers

We are willing to accept tenders in your standard format but please note that we will require you to complete, in full, the following:

Schedule 1	Pricing Schedule
Schedule 2	Applicant Questionnaire
Schedule 3	Additional Service Information
Schedule 4	Existing Client References

Full completion of Schedules 1-4 above is a condition of tendering. They are to be completed fully and not by simply referring all questions to paragraphs in your tender document.

Contract Prices / Costs

- The Tenderer shall tender its prices / costs in accordance with the instructions in **Appendix B**.

Interpretations

In these Instructions to Tenderers, unless the contrary intention appears:

- a) **"Tender"** means any offer submitted in response to this Invitation to Tender.
- b) **"Tenderer"** means any person, partnership or organisation, invited to submit a Tender.
- c) **"Trust"** means the Abbey Multi Academy Trust.

Confidentiality and Freedom of Information

This Invitation to Tender is made available on condition that its contents (including the fact that the Tenderer has received this Invitation) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender.

As a public body, the Trust is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Trust shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA or EIR as the case may be, which permit certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests, and in accordance with the Trust's transparency obligations.

Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Tenderer's competitive edge, has been clearly identified to the Trust.

Tenderer conduct and conflicts of interest

Any attempt by Tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Tenderers shall not directly or indirectly at any time:

- a. devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;
- b. enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;
- c. enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender;
- d. canvass the Trust or any employees or agents of the Trust in relation to this procurement;
- e. attempt to obtain information from any of the employees or agents of the Trust or their advisors concerning another Tenderer or Tender.

Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisors, and the Trust and its advisors. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Trust

5. Timetable for Procurement

Date	Activity
w/c 24 th February 2020	Issue of Invitation To Tender
9 th March 2020	Deadline for Expressions of Interest and clarification questions
20 th March 2020 4pm	Closing date for return of Invitation To Tender
w/c 30 th March 2020	Possible clarification interviews.
1st September 2020	Contract start date – to be agreed at time of contract award.

6. Tender Evaluation Criteria

The Tenders will be evaluated to ascertain the most economically advantageous tender (MEAT) in determining the appointment. The award will be based upon the evaluation of the proposals submitted in response to the documents supplied.

Tenders received will be assessed against quality and cost as follows:

Quality of proposal	25%
Experience of organisation and staff	15%
Technical – provision of interface to financial management system	10%
Tender price	50%

7. Submission of Tender

Please return your fully compliant tender by email to the contact below in line with the timetable above.

The e-mail address below should be used for the following purposes:

- Confirmation of interest to tender.
- Clarification questions.
- Submission of all tender documentation

Christina Hatfield christina.hatfield@abbeytrust.org

You should ensure that you submit:

- The **tender** and associated information including:
 - Schedule 1 Pricing Schedule
 - Schedule 2 Applicant Questionnaire
 - Schedule 3 Additional Service Information
 - Schedule 4 Existing Client References
 - Sample documentation - payslips, output reports
 - A copy of your standard contract terms and conditions

General

The submission of the Tender shall not in any way bind the Trust to enter an Agreement with the Tenderer or involve the Trust in any financial commitment in this respect.

The Trust reserves the right to terminate any Agreement it awards if, at any time thereafter, the Trust discovers that the Tenderer has made any material misrepresentation in their tender.

The Trust reserves the right to cancel the tendering process and reject all Tenders at any time prior to award of Agreement without incurring any liability to the affected Tenderers.

Appendix A

Figures provided are provided for information and are subject to change; please take this into account when submitting your bid.

Abbey Multi Academy Trust	
Company Number	07705552
Registered Office	Butcher Hill, Leeds, LS16 5EA
Accounting Officer/Joint CEO	Helen Pratten
Head of Finance	Yavannah Watterson-Hopkins
Head of HR	Elizabeth Hayden

	Abbey Multi Academy Trust	Abbey Grange Church of England Academy	Lightcliffe Academy	St Chad's CE Primary School	Bishop Young Church of England Academy	Manston St James Primary Academy	Holy Trinity CE Academy	Lightcliffe CE Primary School	Christ Church Upper Armley CE Primary Academy
Address	Butcher Hill, Leeds, LS16 5EA	Butcher Hill, Leeds, LS16 5EA	Stoney Lane, Halifax, HX3 8TL	Northholme Ave, West Park, Leeds, LS16 5QR	Bishops Way, Seacroft, Leeds, LS14 6NU	Sandbed Lane, Cross Gates, Leeds, LS15 8JH	Queensway, Rothwell, Leeds, LS26 0NB	Wakefield Road, Lightcliffe, Halifax, HX3 8SH	Theaker Lane, Leeds, LS12 3NU
No of contracted staff	42	201	200	38	135	70	29	57	30
No of casual staff	2	29	30	0	10	1	2	0	0
Monthly Pay date	26th	26th	26th	26 th	26 th	26 th	26 th	26 th	26 th
Salary Sacrifice Schemes	Childcare	Childcare	Childcare	Childcare	Childcare	Childcare	Childcare	Childcare	Childcare
LGPS	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund	West Yorkshire Pension Fund

Payroll Service Specification

1. Introduction

This document sets out the operational requirements for the delivery of a payroll service to the Trust. See **Appendix A** for staff numbers and other relevant information.

2. Responsibilities of The Trust in relation to the Payroll Service

- 2.1 The Trust will submit to the payroll provider all in-month variations, e.g. overtime, travel expenses, non-contractual payments etc. in line with a monthly timetable to be agreed annually in advance with the service provider.
- 2.2 The Trust will supply a list of employees, together with salary grades and personal details, prior to the commencement of the payroll service
- 2.3 The Trust will register the payroll contractor as a payroll agent of the Trust with the Inland Revenue.
- 2.4 The Trust will notify the successful payroll contractor of the details of new and departing employees in line with agreed timetable.
- 2.5 The Trust will advise the payroll contractor of employee voluntary deductions.
- 2.6 The Trust will notify the payroll contractor of changes to agreed rates of pay and / or contracted hours.
- 2.7 The Trust will notify the successful payroll contractor of the necessary details of employees on sick or maternity leave.

3. Requirements of the payroll service provider.

The payroll service provider will:

- 3.1 Make all statutory deductions from pay in accordance with relevant legislation and in line with deadlines set by the relevant bodies:
 - Income tax
 - National Insurance Contributions
 - Employees' Pension Contributions and also calculate Employer's Pension Contributions in respect of TPS and LGPS
 - Apprenticeship Levy
 - Those deductions arising out of court orders (e.g. attachment of earnings) and student loan company payments

- 3.2 Make all non-statutory deductions from pay, including:
- AVC's
 - Trade Unions
 - Childcare Vouchers
 - Other Salary Sacrifice Schemes and voluntary deductions
- 3.3 Make monthly net payments via BACS and supply all staff concerned with confidential and individual pay slips, customised with the Trust's name and logo, for each pay period worked. The content and format of pay slips is to be agreed in advance with the Trust. Payslips should be distributed to each academy head office.
- 3.4 Prepare monthly payments to the Inland Revenue, covering Tax and National Insurance contributions, by the relevant deadline and in accordance with statutory requirements. Submit on-line Real Time Information reports to HMRC in accordance with the current requirements.
- 3.5 Prepare monthly payments to the relevant authorities, covering Pensions, court orders, and all voluntary employee deductions, by the relevant deadline and in accordance with statutory requirements.
- 3.6 Implement all individuals' and general tax code changes, other tax changes and any other statutory amendments affecting the payroll.
- 3.7 Calculate and process both occupational and statutory sick pay, maternity pay and paternity pay in accordance with the relevant statutory and occupational requirements and reimbursement to the Trust of monies paid on behalf of the Contributions Agency and ensuring that the statutory records are kept available for inspection.
- 3.8 Prepare final documentation, including SSP forms and P45s, in relation to departing staff.
- 3.9 Implement emergency codes in relation to new staff joining without P45s from previous employment.
- 3.10 Produce and remit to the Trust, or on request, the individual staff member's P60s for all staff employed during the previous financial year. P60s should be issued to the named recipient(s) within one month of the financial year-end.
- 3.11 Produce and remit to the Inland Revenue and Contributions Agency P35s, P14s, P11s and any year-end documents
- 3.12 Implementation of the scheme rules of TPS and LGPS
- 3.13 Teachers Pension Agency – Complete End of Year Certificate and submit service and contribution data through the new Monthly Data Collection facility.
- 3.14 West Yorkshire Pension Fund – complete and return the Annual Service Return.
- Provide the Trust with a schedule of the proposed payments to be made each month in order for the Trust to review and approve the payments in line with an agreed timetable.
- 3.15 Be flexible enough to cope with any variations from the existing standard Conditions of Service for staff should the Trust subsequently advise different pay scales in the future. The Trust has delegated authority over pay and grading, and it is essential that there are no practical limitations to the number of different rates of pay and / or additions to or deductions from pay.
- 3.16 Calculate and implement arrears of pay arising out of pay awards, job evaluation reviews etc.

- 3.17 Calculate deductions from pay arising out of unusual or extra-ordinary circumstances such as strike action.
- 3.18 Handle requests from building societies, banks etc. concerning earnings (with due regard to the requirements of Data Protection Act 1998 as amended).

4. Essential Entries

4.1 The payroll system used by the payroll service provider must hold the following data on each employee:

- Name and address;
- Date of Birth;
- National Insurance Number;
- Tax Code;
- Post and Post Code number;
- Staff reference number;
- Gender;
- Bank / Building Society details;
- Contract type - Temporary or Permanent;
- Contracted Hours (if applicable);
- Weeks worked;
- Sick Leave;
- Maternity / Paternity Leave;
- Other type of leave;
- Cost centre account code details and staff group;
- Rates of Pay, Point on scale/Spinal Point;
- Standard Voluntary Deductions;
- Taxable expenses such as taxable travel;
- Start Date/Continuous Service Date;
- Date of termination.

5. Reporting Arrangements

5.1 Interface with Trust Accounting System

5.1.1 The Trust currently uses Civica as its financial management system and Orovia BPS as the budgeting software. Salary costs are set at employee level, identified and analysed by unique employee numbers. The Trust requires the payroll provider to provide an interface exporting all payroll transactions at individual employee level for salaries, deductions and employer on-costs for each pay run.

5.1.2 Exact fields and format of the report to be confirmed.

5.1.3 The Tenderer will be required to produce a compatible format to allow the Trust to automatically update Civica with minimum manual intervention and must provide a fully inclusive price for production and testing of the interface.

5.2 Typical Monthly Reports

5.2.1 Gross to Net Summaries should be provided for every pay run and for each category of employee. It would be advantageous if these reports could include cumulative totals to date in addition to run totals.

- 5.2.2 The system must be able to provide monthly and a cumulative analysis of standard/overtime hours for each relevant rate of pay, per employee and in total per cost centre / account code.
- 5.2.3 PAYE, NIC and pension liabilities should be reconciled on a payment cycle basis to individual run totals. A summary report detailing the reconciliation process must be provided on a monthly basis.
- 5.2.4 The Trust may assign employees to more than one account code and cost centre and the payroll system must make provision for this allowing for the payroll cost of an employee to be charged to a number of cost centres (as necessary). The successful payroll provider will need to demonstrate that their solution is sufficiently flexible to process each employee as a single unit whilst delivering the necessary cost analysis.
- 5.2.5 Any other ad hoc reports which may be requested from time to time.
- 5.2.6 Submission on Monthly Data Collection to Teachers Pension Agency.

5.3 Annual Reports

- 5.3.1 Annual reports produced must be consistent with statutory returns and should include:
- Reconciliation of cumulative Financial Year-End totals with P35's and P14's etc.;
 - Reconciliation of individual employee cumulative totals with P60's etc.;
 - Employee P11's (if applicable);
 - Staffing contractual data in line with Academy reporting requirements to the ESFA.
- 5.3.2 Pension Funds
- Production of the Annual Employer's Return to West Yorkshire Pension Fund
 - Production of the TPA EOYC

5.4 Mandatory Gender Pay Gap Reporting Requirements

- 5.4.1. The payroll service provider must capture all data required in order for the Trust to meet its reporting responsibilities.

6. Pricing Schedule for the Provision of Payroll Services

- 6.1 The Tenderer must provide the following information that will be used to assess their tender:
- All Fixed Charges for the payroll service
 - All Variable Charges for the payroll service
- 6.2 Please note that it is the responsibility of the tendering company to list all charges that would apply to each year of the tender. The Trust will not accept additional charges being applied to the contract once the contract has been awarded.

7. Pricing Variations

- 7.1 The Contract prices shall not be increased for 12 months from the Contract start date.
- 7.2 The Tenderer may request a variation to the Contract prices in accordance with the remaining provisions of paragraph 7.3 subject always to:

- the request being submitted at least 6 weeks (42 days) before the adjustment date; and
- the agreement of the Trust.

7.3 Any variations in the Contract prices will be limited to a maximum value not exceeding the Retail Price Index (RPI) as publicised by the Office of National Statistics. For the avoidance of doubt this relates to the accumulation of all and every price increase over a 12-month period. In the event that the Tenderer submits a request for a price increase that is above RPI, then the Trust shall have the sole discretion to agree to price increase above RPI or to re-engage the market.

7.4 To make a request for a variation of Contract prices, the Tenderer shall provide the Trust with:

- reasons for the movement in cost; and
- evidence that the Tenderer has attempted to mitigate against the increase in the relevant cost components.

Pricing Schedule

Schedule 1

Fixed Charges for the Payroll Service	Annual Charge net of VAT (£)
Please list Fixed Charges:	

Transaction charges for the Payroll Service	Charge per payslip net of VAT (£)

Alternative Pricing

The Trust is willing to consider different ways of working in order to achieve cost efficiencies. Please provide an indication of reductions to the above prices that could be made through:

- (i) E-payslips
- (ii) Any other efficiency measures

(i)	
(ii)	

APPLICANT QUESTIONNAIRE

Ref	Information Required	Response
1.	Full title of firm	
2.	Address of registered office	
3.	Registered Company Number	
4.	Date business commenced	
5.	If the applicant firm is a member of a group, please provide the name and registered address of the head office.	
6.	Are you aware of any potential conflicts of interest or close relationships you are aware of between any staff of the applicant firm and the Trust senior staff and/or governors?	Yes or No <i>If yes please provide further Information.</i>
7	Please provide details of the firm's professional indemnity insurance cover.	Name of Insurer: Limit of Indemnity:
8.	Within the last 3 years, have there been any enforceable judgements, mortgages or charges against the firm or its directors?	Yes or No <i>If yes please provide further Information.</i>
9.	Has the firm had a contract (similar to this) terminated prematurely during the last 5 years?	Yes or No <i>If yes please provide further Information.</i>
10.	Has the firm had to pay financial penalties or had payment deducted from monies arising from failure to perform in accordance with its contractual obligations, during the last 5 years?	Yes or No <i>If yes please provide further information.</i>

It is essential that all the questions are addressed.

Additional Service Information

Schedule 3

1. Please provide details of the relevant skills and experience of the staff who will be assigned to this contract including relevant qualifications and membership of professional bodies and experience of teacher and support staff pay and conditions; and pension rules. (maximum 400 words)

2. Please provide details of payroll software used and confirm that your payroll company can provide a payroll service for the duration of the contract (Maximum 200 words)

3. Please identify any proposed areas of non-compliance with the requirements specified in Appendix B

4. Please provide details of the quality control procedures in place to

- maintain the completeness and accuracy of input data
- verify the reasonableness in accuracy of output data;
- ensure the security and confidentiality of all data relating to the Trust (Maximum 400 words)

5. Please provide an outline of the procedures in place to deal with contingencies (i.e. disaster recovery) and timescales to restore data and return to a fully functioning service (Maximum 400 words)

6. Please provide details on response levels re routine communications between the Trust and provider and details of complaints procedures.

7. Please provide any other relevant information in support of your application. (Service enhancements / Added Value - you may provide as part of a separate proposal document)

Existing Client References

Schedule 4

No of current clients receiving payroll services

No of current clients that are schools/colleges

No of current clients that are Academy Trusts

For two of the above organisations, preferably within the academies' sector, please provide contact details to enable the take up of references.

Reference 1

Organisation Name	
Type of organisation	
Contact name	
Contact Designation	
E-mail address	
Telephone number	

Reference 2

Organisation Name	
Type of organisation	
Contact name	
Contact Designation	
E-mail address	
Telephone number	