

FocusedPAYROLL

Request for Quotation

Financial Reporting and Performance Management

Background

We provide payroll services to contractors and recruitment companies throughout the UK. We currently work in partnership with some of the leading recruitment businesses within Logistics, Construction, Engineering, and Industrial.

Our strategy is simply to continue to maintain and grow our market share within our sectors through delivering compliant, flexible, reliable, and cost-effective solutions.

Requirement

Focused Payroll is looking to instruct the relevant company to provide a financial reporting and performance management system. This project is extremely important to the business to ensure that there will be strong systems and capability in place and also that this system is fully compliant with all of the relevant legislation and HMRC requirements which changes on a regular basis.

This improvement in knowledge and capability will enable the company to attract new clients through its accurate and productive processes.

It is expected that new staff will be appointed to facilitate the growth of the company's plans through the development of this expert knowledge to be delivered to its current core team.

Deliverable Timescale

Commencing October 2021, must complete by 30th November 2021

Indicative Budget

Up to £7,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and, in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 17th October electronically to Darren Fulton – darren@focusedpayroll.com

Date Published

7th October 2021

This work is part funded through the European Regional Development Fund

Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e., less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.