

	Question	Answer
1	We are looking to invite suppliers in during December so would like the support to get these set up sooner rather than later - when can we start having support?	The information from the questionnaire will guide us in this regard. We are hoping to have all responses by 13/12/24 and have some information to circulate to schools/trusts before they break up for Christmas. If you have earlier sessions with Suppliers then please get in touch and we will try to provide as much support as possible.
2	Having spoken to and looked at several payroll software packages, there is one that is our preferred package - it is offered by 2 suppliers, one national and one local - each year expenditure is less than 10k. Can governors discuss these 2 and decide which they would like to go to.	<p>The £10,000 figure is a total contract value figure and not an annual figure, so this needs to be kept in mind.</p> <p>If the total contract value is less than £10,000 (this could potentially be the case if you are a smaller school/trust or if you decide on a sticking plaster option where you sign a short-term contract to ensure offboarding from BCC and then go out to tender again after this contract) then you can award 2 one supplier or invite two suppliers.</p> <p>If the contract value is between £10,000 and £214,904 then you would need to get quotes from at least 3 Suppliers. We have looked at your Contract Procedure Rules and there doesn't seem to be any exceptions/exemptions in this, therefore you may need to enquire about these or it would be up to each of you to see what your Chair of Governors can do. They may agree to sign off if due process is not followed but it would be up to each school to levy any potential risks.</p>
3	Do you have any questions which can be circulated for schools to ask Suppliers, and any points we need to look out for?	<p>We currently have the SLA documents for HR & Payroll which BCC have circulated and these will be used as the basis for any discussions, however these have not been stress tested yet. Some of the questions you may wish to ask are things around any potential hidden costs which you may incur, the level of support and timescales for this should any issues arise, and the Supplier's capability to upscale/downscale their services depending on needs throughout the year.</p> <p>We will be having discussions with schools and other partners to collate some common questions/themes which can be looked at.</p>

4	Where can we find the BCC SLA documents for HR & Payroll?	These should now have been shared to all schools now and can also be found in Oracle documents. If you still do not have these then please get in touch with BCC or out mailbox and we can send these through.
5	For any further questions we have set up a mailbox specifically for this project. Please do send any questions through and we will try to answer them.	bcchrpayroll.ghbs@education.gov.uk
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